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ABSTRACT

The first of a series of four needs assessment related documents provides an inventory of Virginia data sources addressing the needs of children and a listing of the services available. Section I provides an overview of the assessment project undertaken by the Virginia Commission for Children and Youth and directions for using the document. Sections II and III are cross-indexed with each other (as are Sections IV and V) and outline services (which include adoption, foster care and legal services) by department and services provided by various state departments (including the Department of Corrections, Division of Justice and Crime Prevention, and Virginia Employment Commission). Section IV contains charts reflecting the general types of data available in each department. Section V provides a comprehensive breakdown of actual pieces of information collected by departments, and the document, bureau, or division where the information can be found. Section VI identifies gaps in the data collection process common across agency lines. Section VII, titled "Untapped Data and Service Sources," lists data sources not readily associated with information provided to state government. Among appendixes are a delivery-worker questionnaire, addresses of contacts, and a priority setting instrument. (Author/SBH)

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MIRAGE SLO AHEAD
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SWAMI, DR. WEIRD-BEARD
RING FOR SERVICE
OH WISE ONE, TELL ME: WHAT IS THE ANSWER?
AH YES, MY SON, THE ANSWER —WHAT, (ER) WAS THE QUESTION?
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what was the question?

An Inventory & Analysis of STATE DATA SOURCES for CHILDREN & YOUTH:

VIRGINIA

VIRGINIA COMMISSION for CHILDREN and YOUTH

EC102699

VIRGINIA COMMISSION FOR CHILDREN AND YOUTH
Suite 901, Ninth Street Office Building
Richmond, Virginia 23219

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____ I. An Inventory & Analysis of State Data Sources for Children and Youth: Virginia
____ II. An Inventory of Virginia Legislation Directly Affecting Children and Youth
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Thank you for your time and effort in providing feedback.

ACKNOWLEDGEMENTS

Many individuals from numerous agencies have made valuable contributions to the development of this Data Resources Handbook. The list of contributing individuals, both agency directors and their staff, is too long to recount here, but to those persons in each of the agencies included in this document we offer our thanks for their cooperation and assistance. We express our appreciation and thanks most of all to the Virginia Department of Welfare, which made this handbook possible through a Title XX contract.

This Data Resources Handbook could not have been completed within its short time frame without the tireless efforts of the Title XX project staff: the information for the document was identified, collected and collated and the document designed and completed in less than four months. This was primarily possible because of the commitment and diligent work of Cecilia Barrett and Jane Adkins, who provided secretarial support, Edwin B. Johnston and Martha Hall, who served as planning consultants, and Ty dePass, who served as project coordinator.

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INTRODUCTION

OVERVIEW

"...Data related to services to children in this state is largely nonexistent. What does exist is fragmentary and cumbersome. With so little data in hand, it is very difficult for agencies to evaluate what they are doing.

...When an agency does not have the data necessary to evaluate programs and determine their effectiveness, it cannot discover the needs that exist and establish priorities."

-Virginia Advisory Legislative Committee
"Needs of Young Children" 1976

For any human service agency, public or private, the ability to determine the needs of the population the agency serves is an important and necessary tool. Responsible resource allocation and the subsequent structuring of services to meet goals can take place only when an agency has available to it the data provided by a needs assessment of the target group it serves.

In an effort to assist those agencies concerned with planning for service delivery, the Virginia Commission for Children and Youth through a Title XX contract with the Virginia Department of Welfare, has developed this document in the hope that it will enhance both needs assessment activities and interagency planning and coordination. During the contract period (January 1, 1977 through June 30, 1977), the Commission began developing a model for conducting a needs assessment. It was felt that an important aid in the use of the needs assessment model would be information related to the following areas:

- all services provided to children and youth
- all data pertaining to Virginia's children and youth
- all Virginia legislation affecting children and youth
- innovative programs that might be adaptable to services provided to children and youth in Virginia

These areas of investigation have resulted in the development of four separate but correlating documents:

1. An inventory of state data sources addressing the needs of children, and a listing of those services available

2. An inventory of state legislation directly effecting children and youth

3. A review of innovative programs related to the needs of children and youth in other selected states

4. An analysis of needs assessment techniques including recommendations for alternative approaches for conducting needs assessments.

It is anticipated that the development of these four documents will provide the foundation for agencies to conduct comprehensive needs assessments, not only of children and youth, but of other target groups. It is felt that the timely use of a needs assessment mechanism by an agency or group involved in rendering human services enables them to schedule their services systematically to more effectively meet the needs of their target population.

Theoretically, the delivery of human services by State agencies within the Commonwealth of Virginia can be accomplished in one of two ways: the various and autonomous agencies can provide prescribed sets of programs and services (premised primarily on the availability of federal/state funds, reaction to crisis and/or political expendiencies) and Virginians can avail themselves of these services regardless of the relationship of the services to their needs; or, the State agencies can structure their programs and deliver services that respond to the expressed and apparent needs of the citizenry.

At first glance, the distinction seems tenuous if not contrived. Indeed, the difference may be one of approach more so than one of either structures or programs. In fact, the major distinguishing factor between

the two approaches is INFORMATION - its availability and use.

The first approach to human services delivery is characterized by information generated as a result of services delivered (e.g., rates of utilization, amounts of services provided); the second approach is characterized by the generation of information in order to deliver services (e.g., what are the needs? how do services impact on needs?).

The emphasis of the first approach - providing a service and not necessarily addressing a need or a problem - directs efforts toward program expansion and maintenance; the ensuing narrow program focus and direction often results in:

a.) Poor use of professional staff time in recording useless data;

b.) Loss of information as it moves from intake worker through secretary through caseworker to the supervisor;

c.) Lack of necessary information;

d.) Little feedback on program effectiveness;

e.) Little possibility of comparing the data from one agency with that from other agencies.

The second approach emphasizes proactive assessments of needs and rational program planning. Both of these activities require extensive "prior-to-service-delivery" data and the capability to transform this data into useful information. Proactive planning helps to ensure:

A. Priority setting

B. Responsible resource allocation

C. Program evaluation

D. Accurate data collection

How does an agency go about insuring that the data it generates or collects will address the dual concerns of reliable needs assessment and rational planning? The first step is to have a general understanding of the

framework necessary for program planning. Program planning - pro-active planning in particular - requires an assessment of the needs of the citizenry, an assessment of the service delivery resources available/potentially available, and an analysis of alternative approaches to meeting identified citizen needs.

Again, each of these prerequisites to rational program planning requires the collection of specific kinds of data and the integration of each with the others. In particular, knowledge of citizens' needs, (both short and long range) other agencies' (both public and private) programs, services and information, and the manner in which services could be delivered is the minimum starting point; program monitoring and evaluation is a necessary second step.

Two further and very important preconditions to the rational program planning approach are the need for interagency coordination and the realization that often, if not always, individuals' needs are the result of multiple causes and necessitate multiple services. This requires the elimination of the fragmented program orientation of agencies and the development of an integrated "package" of services suited to the specific individual or family.

Finally, the planning approach to human services implies the prevention approach to service delivery. An awareness of basic human needs allows for the provision of services to meet those needs before the absence of such services results in a crisis situation.

The delivery of services as a reaction to crisis situations or needs, while the predominant form of service delivery at the present time, is unquestionably the more expensive, both in terms of limited available resources and, more importantly, of wasted human potential.

The place to begin is with the child and his/her family. It is not just that it is late, but that it is unacceptably late, to be "a day late and a dollar short" in delivering necessary preventive services. Preventive services can come about only through a comprehensive plan of services geared to meeting needs - not symptoms of unmet needs.

METHODOLOGY

A prerequisite to any needs assessment activity is the identification of data available that helps to define the target population. The availability of services and the data those services generate are two interrelated sources of information. This information as identified in this document provides the basis for the implementation of the actual needs assessment technique. Developing the inventory of data sources and services available was the primary activity of the Title XX staff from January 1, 1977 through April 30, 1977. Because of the time limitations, analysis of data sources was restricted to information produced by State agencies.

A listing of State agencies that serve children or in any way collect information related to children was made, and contacts were initiated with key personnel in each agency. Through individual meetings, the project was outlined and described so as to generate feedback. A brief, but comprehensive interview form was designed (see appendix 1.8.1) and verbal requests were made for the transmittal to the Title XX staff of the type of data each agency collected. The data received was catalogued and analyzed for information both available and missing, and since accuracy of the document was of prime importance, a listing of services provided and data generated was sent back to each agency for validation and verification. Opportunities were therefore provided for the agencies contacted to add to, delete from or otherwise correct the service and data listings as identified. (See appendix 1.8.4).

The following agencies were given particular attention because they were considered to be directly involved to some degree with children in Virginia:

1. Department of Community Colleges
2. Department of Corrections
3. Department of Education
4. Department of Health
5. Department of Mental Health and Mental Retardation
6. Department of State Police
7. Department of Vocational Rehabilitation
8. Department of Welfare
9. Developmental Disabilities Planning and Advisory Council
10. Division of Justice and Crime Prevention
11. Rehabilitative School Authority
12. Virginia Commission for Children and Youth
13. Virginia Commission for the Visually Handicapped
14. Virginia Council for the Deaf
15. Virginia Council of Higher Education
16. Virginia Employment Commission

Additional agencies were contacted to determine if they collect any data pertaining to children in the State. In some instances these agencies do not break their data down specifically so that children can be identified. In other cases, no data concerning children is collected or is available.

1. Department of Alcoholic Beverage Control
2. Department of Labor and Industry
3. Department of Planning and Budget
4. Department of Taxation
5. Division of Legislative Services
6. Division of Motor Vehicles
7. Virginia Athletic Commission
8. Virginia Commission of Outdoor Recreation
9. Virginia State Bar
10. Virginia State Crime Commission
11. Virginia State Library

The data inventory document is composed of four major sections:

1. A listing of services provided to children and youth and the departments that provide those services.

2. A listing of departments that serve children and the services they provide.

3. A listing of data sources and the departments that generate them.

4. A listing of departments and the data they generate.

These four major sections combine to make this document a resource bank and a planning adjunct both to State and local agencies and to other

persons concerned with the rendering of services to Virginia's children and youth. It is designed for easy update and flexibility of use. Its structure lends itself to the cataloguing of services and data related to children and youth. The usefulness of this document and the other documents and the actual implementation of the needs assessment form the basis for a long range program plan for services directed at children as a target group. Collectively, the four documents combine to produce the sum of the activities undertaken. These activities are a prerequisite to any attempt to assess the needs of any target group.

HOW TO USE THIS DOCUMENT

This document is designed for easy reference and the quick gathering of information. Realizing that not everyone who needs to use this document will be knowledgeable of the inner workings of the State agencies, efforts were made to construct the document in such a way that any potential user can start with a question and end with at least a partial answer.

The document has been organized in a cross-indexing type of structure in order that the potential user can readily locate the precise piece of information needed. There are four primary sections which make up the cross-indexing system:

- Services by Departments
- Departments: Services They Provide
- Types of Data Available by Departments
- Departments: Data They Produce

Sections Two and Three are cross-indexed with each other, as are Sections Four and Five.

The organization of these sections is such that if the user is interested in a service but does not know what department(s) provides the service, she/he can refer to Section Two where the services are listed alphabetically with the departments (also listed alphabetically) providing the service listed under each of them. On the other hand, if the user knows the department but is unaware of the services that the department provides, she/he can refer to Section Three where the department and an alphabetical listing of services that the department provides can be found.

Section Four contains charts reflecting the general types of data available in each department. There are seven basic types of data sources

available; the chart indicates which of the seven types of data each agency collects and the method of collection. Cross-indexed with Section Four is Section Five, which is a comprehensive listing of the specific data generated by each department or agency.

Section Four gives the user a quick overview of the seven basic types of data that may possibly be generated by each agency. This is shown in chart form which allows for easy reference. Again, the departments are listed in alphabetical order. The user can determine the types of data that are available, who to contact to obtain information, how the data was collected, and the original source of the data. For example, looking at the appropriate chart 1.4.1, the Department of Welfare produces, among other pieces of data, an annual report with notations of how the data included in the report is collected, and the source of the data.

Section Five provides the user with a list of data available that is broken down by departments and the major program areas within departments. The seven basic types of data sources which the department may employ are identified, as well as what data is included in the reports. The section is a comprehensive breakdown of actual pieces of information collected and the document, bureau, or division where the information can be found. Under the Department of Welfare, the Annual Report noted in Section Four is broken down into specific data included in the report.

Section Six identifies gaps in the data collection process common across agency lines. The purpose of the section is to alert the user of the document to loopholes, gaps, and inconsistencies inherent throughout the data collection system.

At this point in the document's use, the user has progressed to a cursory understanding of the services provided, data generated, appropriate

contact person for further, more detailed information, and gaps in the data collection process.

Section Seven, titled Untapped Data and Service Sources, provided the user with a list of data sources not readily associated with information provided to State government. If additional information is desired, it can be obtained upon request from the listed sources.

The underlying consideration of this document is its utility - its ability to be a useful, working resource that can be referred to for information by anyone doing needs assessment or research related to Virginia's children and youth.

The following specific example is designed to further explain the intended use of this document. If an individual is interested in the Department of Welfare and/or foster care, he/she will find on page 1.2.3 in Section Two, Services By Departments, under the heading of Foster Care Services for Children, that the Department of Welfare provides this service as does the Department of Corrections. Following further with the Department of Welfare on page 1.3.11, in Section Three, Departments: Services They Provide, the interested individual will find the cross indexing of services by departments and see that foster care is listed under the Department of Welfare. Section Four, Types of Data Available By Department, identifies the forms of the data and the method of collection. Welfare Chart 1.4.1 (page 1.4.29) details that foster care information is available in special reports, a management information system, budget reports, and statistical reports. Welfare Chart 1.4.2 (page 1.4.32) identifies the method of the collection and the original source of the information pertaining to foster care. Section Five, Departments: Data They Produce, (page 1.5.19) further breaks out the information available in the specific

reports identified in Section Four. Listed under the Department of Welfare in this section, the interested individual will find that foster care information is available monthly in Public Welfare Statistics.

To adequately distinguish the different documents with respectively different sections, the first number is the document number; the second number represents the section or chapter of the document, and the third number is the page number of the particular section.

SERVICES BY DEPARTMENTS

SERVICES BY DEPARTMENTS

The purpose of this section is to provide the users with a list of agencies that are providing similar services to children and youth. It is important to keep in mind that there is no universal definition of services that is accepted or adaptable to all state agencies. The service headings listed are intended to be broad and encompassing to include the variety of services from the different agencies. For example, Employment Service lists six agencies providing some type of employment services or referral. However, employment services, as provided by a particular agency, can be entirely different than what is considered employment services by the other listed agencies. Naturally, definitions are molded to fit the services provided by the different agencies and are not generally generic. The users must decide what service meets their needs and investigate further with the appropriate agency. The person to contact for more information for the agencies providing either a direct or indirect service to children and youth can be found in Section Four on the appropriate chart.

ADOPTION SERVICES

1. Department of Welfare

COUNSELING

1. Department of Corrections
2. Department of Health
3. Department of Mental Health and Mental Retardation
4. Department of Vocational Rehabilitation
5. Department of Welfare
6. Virginia Commission for the Visually Handicapped
7. Virginia Employment Commission

COURT SERVICES

1. Department of Corrections (Division of Youth Services)
2. Department of Welfare

DAY CARE TO CHILDREN

1. Department of Mental Health and Mental Retardation (developmental)
2. Department of Welfare

EDUCATION AND TRAINING SERVICES

1. Department of Community Colleges
2. Department of Education
3. Department of Mental Health and Mental Retardation
4. Department of Vocational Rehabilitation
5. Department of Welfare
6. Rehabilitative School Authority
7. Virginia Commission for the Visually Handicapped
8. Virginia Council for Higher Education

EMERGENCY NEEDS

1. Department of Health
2. Department of Mental Health and Mental Retardation
3. Department of Welfare

EMPLOYMENT SERVICES

1. Department of Mental Health and Mental Retardation
2. Department of Vocational Rehabilitation
3. Department of Welfare
4. Developmental Disabilities Planning and Advisory Council
5. Virginia Commission for the Visually Handicapped
6. Virginia Employment Commission

FAMILY PLANNING

1. Department of Health
2. Department of Welfare

FOSTER CARE SERVICES FOR CHILDREN

1. Department of Corrections (Division of Youth Services)
2. Department of Welfare

HEALTH RELATED SERVICES

1. Department of Health
2. Department of Mental Health and Mental Retardation
3. Department of Vocational Rehabilitation
4. Department of Welfare
5. Virginia Commission for the Visually Handicapped

INFORMATION AND REFERRAL

1. Department of Corrections
2. Department of Health
3. Department of Mental Health and Mental Retardation
4. Department of Vocational Rehabilitation
5. Department of Welfare
6. Virginia Commission for Children and Youth
7. Virginia Council for the Deaf
8. Virginia Council for Higher Education
9. Virginia Commission for the Visually Handicapped

INTERPRETER SERVICES

1. Department of Welfare
2. Virginia Council for the Deaf

LEGAL SERVICES

1. Department of Corrections (Division of Youth Services)
2. Department of Welfare

PROTECTIVE SERVICES TO CHILDREN

1. Department of Corrections (Division of Youth Services)
2. Department of Welfare
3. Virginia Commission for the Visually Handicapped

SERVICES TO SPECIFIED DISABLED INDIVIDUALS

1. Department of Mental Health and Mental Retardation
2. Department of Vocational Rehabilitation
3. Department of Welfare
4. Virginia Commission for the Visually Handicapped

SOCIALIZATION/RECREATION SERVICES

1. Department of Corrections
2. Department of Education
3. Department of Mental Health and Mental Retardation
4. Department of Welfare
5. Office of Recreation
6. Virginia Commission for the Visually Handicapped

TRANSPORTATION

1. Department of Education
2. Department of Health
3. Department of Mental Health and Mental Retardation
4. Department of Vocational Rehabilitation
5. Department of Welfare
6. Virginia Commission for the Visually Handicapped

DEPARTMENTS:

SERVICES THEY PROVIDE

DEPARTMENTS: SERVICES THEY PROVIDE

The purpose of this section is to provide the users with a listing, as provided by the agencies contacted, of those services which they offer that directly or indirectly relate to children.

The users can obtain more detailed information about eligibility requirements for receipt of the services, and further clarification of the scope of the individual services by contacting the individual of the specific department as listed on the appropriate chart in Section Four.

DEPARTMENT OF COMMUNITY COLLEGES

1. Admissions and Records

   A) Registration
   B) Admission to College
   C) Admission to Curriculum
   D) Grade Report

2. Auxiliary Training Programs

   A) Special Non-degree Courses

3. Co-Curricular Programs and Activities

4. Continuing Education

5. Counseling Services

   A) Appropriate tests
   B) Inventories
   C) Occupational Educational Information
   D) Information Regarding Employment

6. Developmental Studies

   A) Specialized Teaching Methods
   B) Modern Equipment and Techniques

7. Financial Aid

   A) Educational Opportunity Grant
   B) College Work Study
   C) National Direct Loans
   D) State Funds
   E) Scholarships

8. General Education

9. Occupational-Technical Education

10. Placement Services

11. Special Training

12. Specialized Regional and Community Services

13. University Parallel College Transfer Education

DEPARTMENT OF CORRECTIONS

I. Division of Adult Services

A. Classification and Treatment Services

1. Psychological Testing/Diagnosis/Treatment
2. Medical Diagnosis

B. Institutional Services

1. Academic (GED)
2. Vocational Education
3. Treatment Services
4. Community Activities/Recreation
5. Individual Physical Maintenance

C. Community-Based Programs

1. Pre-release
2. Work-release
3. Half-way Houses
4. Vocational Education

II. Division of Probation and Parole

A. Special Programs

1. Half-way Houses
2. Pre-trial Release
3. Drug/Alcohol Services
4. Resource Mobilization
5. Volunteer Services

B. Field Programs

1. Probation/Supervision
2. Case Management
3. Pre-sentence Investigation

III. Division of Youth Services

A. Diagnostic and Clinical Services

1. Psychological Testing/Diagnosis/Treatment
2. Medical Diagnosis
3. Mobile Psychiatric Clinic
4. Classification/Prescription/Placement
5. Foster Care

B. Community Residential Care

1. Community Youth Homes
2. Private Institutional ("special") Placements

C. Court Services

1. Intake/Screening Services
2. Diversion Services
3. Pre-Sentence Investigation
4. Detention Services (secure/non-secure)
5. Family Counseling/Referral
6. Aftercare/Specialized Aftercare*
7. Juvenile Probation/Supervision
8. Volunteer Services

D. Institutional Services

1. Learning Centers
2. Case Management

E. Delinquency Prevention Services

1. Referral Services/Resource Mobilization
2. Case Management/Follow-up
3. Volunteer Services
4. Public Information/Education

*Delegated "jointly" to the Court and Department of Welfare.

DEPARTMENT OF EDUCATION

1. Clinic Educational Consultants
2. Guidance and Counseling
3. Homebound Instruction
4. Instruction of Students in Hospitals
5. Manpower Training Services (Vocational Education)
6. Programs for the Gifted
7. Programs for the Handicapped and Disadvantaged
8. Pupil Transportation
9. School Food Services (Free breakfast and lunch programs)
10. School Psychologists (evaluation)
11. Special Education
12. Tuition Assistance for Handicapped Children
13. Visiting Teacher Program/School Social Workers
14. Elementary and Secondary Instruction

DEPARTMENT OF HEALTH*

1. Child Abuse or Neglect (detection, reporting, treatment)**
2. Child Development Clinics
3. Comprehensive Health Planning (Health Service Area/State Health Planning and Development Agency)
4. Crippled Children Services (clinics/hospitals)
5. Dental Health Clinics
6. Environmental Health Services (local departments)
7. Epidemiology/Immunizations
8. Family Planning Services (clinics/hospitals)
9. Health Education (professional staff)
10. Home Health Services (local departments)
11. Maternal and Child Health Services (clinics/hospitals/EPSDT)
12. Medical Assistance Program (Medicaid)
13. Medical Social Work
14. Nutrition Services
15. Preventive Medical Services
16. Public Health Nursing (local departments)
17. School Health Services
18. Vital Records and Health Statistics (Va. Center for Health Statistics)

*List includes only those services/programs in which children and families are likely to be primary or indirect beneficiaries, or in which data reflecting the health status of children are maintained.

** Reporting of child abuse or neglect cases is in conjunction with the Department of Welfare which maintains child protective services central registry.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

1. Aftercare Counseling
2. Child Development Center*
3. Children's Youth Services
4. Comprehensive Drug Services
5. Counsultation and Education
6. Day Activity Center
7. Substance Abuse Treatment/Rehabilitation
8. Emergency Service Hot Line*
9. Homemaker Services*
10. Licensing of Private Facilities and Services
11. Management Development and Employee Training
12. MHMR Counseling Services
13. Mental Hospitals
14. Mental Health Clinics
15. MR Training Center
16. Field Unit Clinics
17. Other Community Counseling Services
18. Partial Hospital, Day Hospital
19. Receiving and Screening
20. Recreation and Camps*
21. Recreation and Socialization*
22. Respite Care*
23. Sheltered Workshops*
24. Social Services in Hospitals*

25. Transitional Residential*

26. Transportation*

27. Vending Machines and Cafeteria Snackbars

*Not available in all parts of the State. For more information the Department of Mental Health and Mental Retardation in Richmond, Virginia should be contacted.

DEPARTMENT OF STATE POLICE*

1. Criminal Justice Information System

   A. Central Criminal Records Exchange (CCRE)
   B. Virginia Criminal Information Network (V-CIN)
   C. (Statewide) Uniform Crime Reporting (UCR)

*Although information and statistics provided by the State Police are not properly a "service" which benefits children and youth, the data generated by the Department is used by agencies which do provide such services.

DEPARTMENT OF VOCATIONAL REHABILITATION

1. Artificial Appliances*
2. Comprehensive Medical/Psychological Examinations
3. Counseling and Guidance
4. Job Follow-up after Placement
5. Job Placement
6. Maintenance and Transportation*
7. Medical, Surgical, and Hospital Services*
8. Needed Tools and Occupational Tools*
9. Vocational Education (26 different courses offered at the Woodrow Wilson Rehabilitation Center/WWRC)
10. Vocational Training (26 different courses offered at the Woodrow Wilson Rehabilitation Center/WWRC)
11. Vocational Evaluation at four Evaluation Centers and WWRC
12. Purchase Work Adjustment Training from Private Sheltered Workshops
13. Purchase of Services from Public and Private Vendors for Training
14. Physical and Occupational Therapy at WWRC

* Paid by Department of Vocational Rehabilitation only if client is unable to pay.

DEPARTMENT OF WELFARE

1. Adoption
2. Aid to Dependent Children*
3. Child Support Enforcement*
4. Counseling and Treatment
5. Court Services
6. Day Care to Children
7. Education and Training Service
8. Emergency Needs
9. Employment Services
10. Family Planning
11. Family and Personal Adjustment Counseling
12. Food Stamps*
13. Foster Care to Children
14. Health Related Services
15. Information and Referral
16. Interpreter Services
17. Legal Services
18. Protective Services to Children
19. Services to Specified Disabled Individuals
20. Socialization/Recreation Services
21. Supplemental Security Income*
22. Transportation

* These are essentially financial assistance programs.

DEVELOPMENTAL DISABILITIES PLANNING AND ADVISORY COUNCIL

1. Developmental Disabilities Service Network Research and Planning Coordination

2. Financial Assistance for Individual and Family Services through Developmental Disabilities Formula Grant Program

DIVISION OF JUSTICE AND CRIME PREVENTION

Division of Justice and Crime Prevention serves as the state planning agency (SPA) for the administration and sub-state allocation of criminal justice funding authorized by the Law Enforcement Assistance Administration (LEAA).

1) Information and Referral

2) Technical Assistance

3) Research and Data Analysis

4) Coordination

5) Monitoring and Evaluation

GOVERNOR'S MANPOWER SERVICES COUNCIL

The Governor's Manpower Services Council is part of Virginia's organization of the Comprehensive Employment and Training Act (CETA). Under CETA the authority for administration, planning, monitoring and evaluation of training programs is delegated to a prime sponsor. A prime sponsor is a unit of local government with a population of 100,000 persons or more.

In addition to establishing prime sponsorships, every state must also establish a Manpower Services Council under the direction of the Governor. At least one-third of the Council must be made up of representatives of local prime sponsors. The Council maintains a staff to plan, operate, monitor and coordinate manpower projects for the State.

Functions of the Services Council are to review prime sponsors' and State agencies' annual plans for services to prime sponsors' areas, and to make recommendations for more effective coordination among State agencies and prime sponsors; to monitor prime sponsors' programs and State services; to administer the 4% Governor's discretionary funds; and to submit an annual report to the Governor. The GMSC does not provide direct services to children as such, but does effect children and youth through some of the manpower training programs it coordinates and monitors.

REHABILITATIVE SCHOOL AUTHORITY (RSA)

The Rehabilitative School Authority is responsible for the operation of schools within the correctional system. RSA, an independent entity, is not part of the Department of Corrections or the Department of Education.

1) Title I (Elementary and Secondary Education Act Program: Educationally Deprived)

   A) Educational Assessment/Prescriptions
   B) Supplemental Programs (Reading and Math)
   C) Youthful Offenders Project (YOP)

2) Academic Programs

3) Vocational Educational Programs/Certification

4) Library Services*

* In conjunction with Library Development Branch, Virginia State Library.

VIRGINIA COMMISSION FOR CHILDREN AND YOUTH

The Virginia Commission for Children and Youth serves as an advocacy agency for the needs of and services for Virginia's children and youth.

1. Central Registry of placement of children
2. Information and Referral
3. Planning and Coordination
4. Research

VIRGINIA COMMISSION FOR THE VISUALLY HANDICAPPED

1. Business Enterprises and Vending Stand Programs
2. Client Advocacy
3. Counseling/Evaluation/Training
4. Education Services - Children
5. Eye Health Services
6. Information and Referral
7. Medical Assistance Services
8. Protective Services
9. Rehabilitation Center for the Blind
10. Rehabilitation Teaching
11. Sheltered Workshops
12. Social Services and Special Payments
13. Social Services Research, Planning, Coordination
14. State Library for the Blind/Physically Handicapped
15. Transportation
16. Vocational Rehabilitation for the Visually Handicapped

The Virginia School for the Deaf and Blind at Staunton and the Virginia School at Hampton are entities independent of the Virginia Commission for the Visually Handicapped; however, they do serve the same clientele. The school at Staunton offers services to the blind from kindergarten through the seventh grade and services to the deaf from kindergarten through the twelfth grade. The school at Hampton offers services to the blind from kindergarten through the seventh grade.

VIRGINIA COUNCIL FOR THE DEAF

1. Information and Referral
2. Interpreter Training
3. Research Library
4. Sign Language Instruction
5. Toll-Free Tele-Typewriter Telephone Service

VIRGINIA COUNCIL OF HIGHER EDUCATION

1. Need Based Financial Aid to Students
2. Tuition Assistance Programs
3. Common Market and Regional Contracts for Academic Programs*
4. Information and Referral

*Common market and regional contracts for academic programs are provided by the Council for programs offered in a neighboring state. When studying under this type of arrangement, a Virginia citizen would pay Virginia resident tuition while studying in another state. The same privilege is extended to citizens in other states that are in the common market area studying at Virginia schools. Common market is a term used for regional spheres of economic influence. A border dividing states does not effect such a market area; therefore, the Council offers educational opportunities throughout that region. For example, the states of Virginia and North Carolina form a common market area in certain regions. For further information, the Council should be contacted.

VIRGINIA EMPLOYMENT COMMISSION

1. Cooperative School Program
2. Information and Referral
3. Job Corps
4. National Apprenticeship Program
5. Service to High School Drop-outs
6. Work Incentive Program

TYPES OF DATA AVAILABLE BY DEPARTMENT

TYPES OF DATA AVAILABLE BY DEPARTMENT

This section is designed to display the types of data that are available from departments. Included in this section are charts that show the form the data takes, contact person within each agency to obtain data, method of collection, and original source of data. The form the data takes is broken down into the basic reports used by all departments. The exact data included in the various types of reports is listed by departments in Section Five.

The charts show what types of reports are available for a specific agency. For each agency there are two charts. Chart One shows the format of the data, type of reports published by the agencies and person to contact within the agencies for further information. Chart Two is a summary of the methods of collection of the data. This chart breaks down how a specific agency collects and arrives at this data. The original source of the data indicates where basic utilization of service data originates. Unless otherwise indicated, the source listed across from the bureau or division will be the source for the seven basic types of data formats which follow.

The following list of brief definitions is designed to give the users a quick reference guide to the headings on the charts. Many headings are self explanatory; however, others are not.

FORMAT OF THE DATA

1. Department, Program Area:

   The State agency or department and its large and semi-sovereign divisions that collectively coordinate to carry out the defined mission as mandated for the particular agency presents data in the following formats.

2. State Plan:

   The overall objectives of the entire department are thoroughly and comprehensively explained and defined. The majority of activities listed in the plan are mandated and designed to help meet a need of Virginia's citizens.

3. Annual Report:

   The Annual Report is presented to the Governor yearly. It is a summary of activities conducted by the agency for the preceding fiscal year. Annual Reports are available upon request to any interested citizen.

4. Special Reports:

   Special Reports are not published on a regular basis, but are likely to be written concerning timely or controversial issues. A special report may be the end product of a Task Force, Commission, Board, Department Staff and may take the form of a position paper or issues analysis paper.

5. Management Information System:

   Automated Data Processing of information that can be retrieved for the purpose of planning, evaluation, and policy making is the basis for the information systems. Basic client characteristics can be aggregated to give the desired information.

6. Evaluation Reports:

   Results, impacts and effects of policies, programs and services are discussed in Evaluation Reports. Evaluation Reports are not published on a regular basis but are likely to be written concerning timely or controversial issues.

7. Budget Reports:

   Expenditures will be listed by items broadly divided by administrative overhead, staff, equipment and supplies. Budget Reports are prepared monthly or quarterly for administrative use, and annually for publication and release to the public.

8. Statistical Reports:

Statistical reports include aggregate information and the comparable constant percentages.

9. Data Information/Contact Person:

Any questions concerning data and information can be clarified by contacting the persons listed. Requests for information can be addressed to information officers of the various departments. Address and telephone numbers of the agencies are listed in the appendix.

METHOD OF COLLECTION

10. General Population Survey:

A broad comprehensive survey involves the questioning of a large portion of the General Population. The reliability of results is considerably increased by the large survey. Public Hearings are included in this heading as they are open to the general public for input, although much of the input usually comes from service providers.

11. Population Sample:

A sample survey is a study in which information is gathered from a fraction of the population chosen to represent the whole. Conclusions arrived at are assumed to be accurate for the entire population. Proven complex statistical methods are involved in a small population sample.

12. Statistical Projection/Average:

Based on sophisticated statistical calculations, percentages and averages concerning Virginia's population with common characteristics are formulated. These averages are then applied to the population to display that a given percentage of the citizens have this common characteristic. Federal agencies often establish national percentages that are adapted to a state's population.

Example: Based on 1970 census figures, 8-10% of the population between the ages of birth and 18 have a serious emotional disturbance. (Mental Health Services for Virginia's Children Interim Report of the Child Mental Health Study Group.) State Mental Health and Mental Retardation Board. (January, 1976).

13. Provider Survey:

The service delivery divisions of the various agencies provide most of the information and data used by agencies. Utilization of services and programs generates the data that is transferred into aggregate state-wide information by the provider survey instrument.

SOURCE OF DATA

14. Primary Data Source:

Primary data is that which is collected by the agency which has immediate significance to program operations.

- case records
- budgetary or accounting reports

15. Secondary Data:

Data which is assembled by other agencies or governmental units and which can be either general or specific in nature is considered secondary data.

16. Original Source of Data:

Data that is collected and aggregated originates at many different sources. The original source may be utilization data of the service or program, or statistical averages.

The following abbreviations were necessary to use in the Chart 1.4.2: Methods of Data Collection in column 16 (Original Source of the Data) because of the length of various source names.

DSP Department of State Police

DJCP Division of Justice and Crime Prevention

LEA Local Education Agencies

PDC Planning District Commissions

DAS Division of Adult Services

RSA Rehabilitative School Authority

FF Federal Formulas

FG Federal Guidelines

MHMR Department of Mental Health and Mental Retardation

IDB Individualized Data Base

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data:							Agency Contact:
	2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
DEPARTMENT OF COMMUNITY COLLEGES				X		X	X	Don W. Galbreaith

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEPARTMENT OF COMMUNITY COLLEGES							
State Plan							
Annual Report							
Special Reports							
Management Information System				X	X		Individual Community Colleges
Evaluation Reports							
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data: 2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	Agency Contact: 9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
DEPARTMENT OF CORRECTIONS	X	X	X	X	X	X	X	Mr. T. D. Hutto
CLASSIFICATION/TREATMENT SERVICES (Adults)				X	X	X	X	Mr. R. F. Guillen Jr.
COMMUNITY-BASED RESIDENTIAL SERVICES* (Adults)				X	X	X	X	Mr. W. B. Digges
COMMUNITY RESIDENTIAL CARE SERVICES (Youth)			X	X	X	X	X	Mr. C. S. Laushey
DIAGNOSTIC/CLINICAL SERVICES (Youth)			X	X	X	X	X	Ms. Carolynne Stevens
DELINQUENCY PREVENTION SERVICES (Youth)			X	X	X	X	X	Mr. K. Sydnor
DIVISION ADULT SERVICES				X	X	X	X	Mr. R. M. Landon
DIVISION PROBATION/ PAROLE (Adults)			X	X	X	X	X	Mr. A. C. Gaudio
DIVISION YOUTH SERVICES			X	X	X	X	X	Mr. William Weddington
FIELD PROGRAMS OPERATIONS (Adults)				X	X	X	X	Mr. C. B. Bolte
INSTITUTIONAL SERVICES			X	X	X	X	X	Mr. W. E. Bell
SPECIAL PROGRAMS OPERATIONS (Adults)				X	X	X	X	Mr. R. J. Polisky

* Shared Responsibility between adult services and probation/parole

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEPARTMENT OF CORRECTIONS							
State Plan			X	X	X	X	DSP, DJCP
Annual Report			X	X	X	X	
Special Reports		X	X	X	X	X	
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	
CLASSIFICATION/TREATMENT SERVICES							
State Plan							
Annual Report							
Special Report							
Management Information System				X	X		DSP, DJCP
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
COMMUNITY BASED RESIDENTIAL SERVICES							
State Plan							
Annual Reports							
Special Reports							
Management Information System				X		X	Department of State Police, DJCP
Evaluation Reports				X		X	
Budget Reports				X	X		
Statistical Reports				X		X	
COMMUNITY RESIDENTIAL CARE SERVICES							
State Plan							Department of State Police, DJCP
Annual Report							
Special Reports		X	X	X	X	X	
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DIAGNOSTIC/CLINICAL SERVICES							
State Plan							
Annual Report							
Special Reports		X	X	X	X	X	DJCP
Management Information Systems				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	
DELINQUENCY PREVENTION SERVICES							
State Plan							
Annual Reports							
Special Reports		X	X	X	X	X	
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DIVISION OF ADULT SERVICES							
State Plan							
Annual Report							
Special Reports							
Management Information Systems				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X	X	
DIVISION OF PROBATION AND PAROLE SERVICES							
State Plan							
Annual Report							
Special Reports		X	X	X	X	X	
Management Information Systems				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DIVISION OF YOUTH SERVICES							
State Plan							
Annual Report							
Special Reports		X	X	X	X	X	
Management Information Systems				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	
FIELD PROGRAMS OPERATIONS							
State Plan							
Annual Report							
Special Reports							
Management Information Systems				X	X		DJCP
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
INSTITUTIONAL SERVICES							
State Plan							RSA, Reception & Diagnostic Center
Annual Report							
Special Reports	X		X	X	X	X	
Management Information Systems				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	
SPECIAL PROGRAMS OPERATIONS							
State Plan							
Annual Report							
Special Reports							
Management Information System				X	X	X	DJCP
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X	X	

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data:							Agency Contact:
	2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
DEPARTMENT OF EDUCATION		X	X	X	X	X	X	Dr. W. E. Campbell
GIFTED AND TALENTED		X	X	X		X	X	Mrs. I. Rucker
MANPOWER TRAINING		X	X	X		X	X	Mr. Ron Chandler
SCHOOL LUNCH PROGRAM		X	X	X		X	X	Mr. John Miller
SPECIAL EDUCATION	X	X	X	X	X	X	X	Mr. James T. Mickleu, Sr.
TRANSPORTATION		X	X	X	X	X	X	Mr. Alonzo Monday, Jr.
VOCATIONAL EDUCATION	X	X	X	X	X	X	X	Mr. Mel Garner

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEPARTMENT OF EDUCATION							
State Plan							
Annual Report				X	X		Local School Divisions
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X	X	
GIFTED AND TALENTED							Local School Divisions
State Plan							
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports							
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
MANPOWER TRAINING							Local School Divisions
State Plan							
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports							
Budget Reports				X	X		
Statistical Reports				X	X		
SCHOOL FOOD PROGRAM							Local School Divisions
State Plan							
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports							
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION pg: I.4.18

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
SPECIAL EDUCATION							Local School Divisions
State Plan				X	X		
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		
TRANSPORTATION							Local School Divisions
State Plan							
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
VOCATIONAL EDUCATION							Local School Divisions
State Plan				X	X		
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data:							Agency Contact:
	2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
DEPARTMENT OF HEALTH	X	X	X	X	X	X	X	Dr. J. B. Kenley
BUREAU OF CHILD HEALTH			X	X	X	X	X	Dr. W. E. Neikirk
BUREAU OF CRIPPLED CHILDREN			X	X	X	X	X	Dr. Willard R. Ferguson
BUREAU OF FAMILY PLANNING			X	X	X	X	X	Mr. Donald T. Foster
BUREAU OF HEALTH PLANNING			X	X	X	X	X	Mr. Brian Tomlinson
BUREAU OF MATERNAL HEALTH			X	X	X	X	X	Mr. Harold D. Gabel
MEDICAID (DENTAL MEDICAID)			X	X	X	X	X	Dr. F. C. Hays
BUREAU OF VITAL STATISTICS			X	X	X		X	Ms. Beverly P. Derr

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEPARTMENT OF HEALTH							
BUREAU OF CHILD HEALTH							
State Plan							
Annual Report							
Special Reports		X		X		X	
Management Information System				X		X	
Evaluation Reports				X		X	
Budget Reports			X	X	X		Federal Formula
Statistical Reports	X		X	X		X	Vital Statistics
BUREAU OF CRIPPLED CHILDREN							Local Health Departments
State Plan							
Annual Report							
Special Reports				X		X	
Management Information System				X		X	
Evaluation Reports				X		X	
Budget Reports			X	X	X		Federal Formula
Statistical Reports	X		X	X		X	Vital Statistics

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
BUREAU OF FAMILY PLANNING							
State Plan							
Annual Report							
Special Reports				X		X	
Management Information System				X		X	
Evaluation Reports				X		X	
Budget Reports			X	X	X		Federal Formula
Statistical Reports	X		X	X		X	Vital Statistics
BUREAU OF HEALTH PLANNING							
State Plan		*					Sub-state Health Service Area
Annual Report							
Special Reports		*		X		X	
Management Information System				X	X	X	
Evaluation Reports		*		X	X	X	
Budget Reports			X	X	X		Federal Formula
Statistical Reports		*	X	X		X	Vital Statistics, Federal Formula

* Projected Activity: "Household Interviews (5,000 Households)"

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
BUREAU OF MATERNAL HEALTH							
State Plan							
Annual Report							
Special Reports				X		X	
Management Information System				X		X	
Evaluation Reports				X		X	
Budget Reports			X	X	X		Federal Formula
Statistical Reports	X		X	X			
DIVISION OF DENTAL HEALTH							
State Plan							
Annual Report							
Special Reports				X		X	
Management Information System				X		X	
Evaluation Reports				X		X	
Budget Reports				X	X		Federal Formula
Statistical Reports	X		X	X		X	Vital Statistics

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
MEDICAID							
State Plan							
Annual Report							
Special Reports				X		X	
Management Information System				X		X	
Evaluation Reports				X		X	
Budget Reports			X	X	X		Federal Formula, Federal Guidelines
Statistical Reports	X		X	X		X	Vital Statistics
BUREAU OF VITAL STATISTICS							
State Plan							
Annual Report							
Special Reports				X			
Management Information System				X	X		
Evaluation Reports		*		X	X		
Budget Reports				X	X		
Statistical Reports	X		X	X	X	X	

* Projected Activity: "Household Interviews (5,000 Households)"

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data: 2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	Agency Contact: 9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION	X	X	X			X	X	
MENTAL HEALTH			X	X		X	X	Dr. Leo E. Kirven
MENTAL RETARDATION			X	X		X	X	Dr. Dan Payne
SUBSTANCE ABUSE	X	X	X	X	X	X	X	Mr. Frank Rockwell
DEPARTMENT OF STATE POLICE	X	X	X	X		X	X	Col. D.M. Slane
DEPARTMENT OF VOCATIONAL REHABILITATION	X	X	X			X	X	Mr. Altamont Dickerson

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION							
State Plan			X	X	X		Local Health Clinics & State Hospitals and Institutions
Annual Report			X	X	X		
Special Reports				X	X		
Management Information System							Composed of MH/MR Systems
Evaluation Reports							State Office MHMR
Budget Reports				X	X		
Statistical Reports			X	X	X	X	Federal Formula
MENTAL HEALTH							
State Plan							
Annual Report							
Special Reports				X	X		
Management Information System				X	X		Local Health Clinics, Chapter 10 Board, State Hospitals & Insti.
Evaluation Reports							
Budget Reports				X	X		Local Health Clinics, State Office MHMR
Statistical Reports			X	X	X	X	Federal Formula

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
MENTAL RETARDATION							
State Plan							
Annual Report							
Special Reports				X	X		
Management Information System				X	X		Local Health Clinics
Evaluation Reports							
Budget Reports				X	X		Local Health Clinic and State Institutions
Statistical Reports			X	X	X	X	Federal Statistical Formulas, Clinic Utilization Data
SUBSTANCE ABUSE							
State Plan			X	X		X	Federal Regulations
Annual Report				X	X		Local Treatment Centers
Special Reports			X	X	X	X	Local Treatment Centers and State Office MHMR
Management Information System				X	X		
Evaluation Reports				X	X		State Office MHMR
Budget Reports			X	X	X		
Statistical Reports			X	X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEPARTMENT OF STATE POLICE							
State Plan			X	X	X		
Annual Report			X	X	X		Local Law Enforcement Agencies
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports							
Budget Reports				X	X		
Statistical Reports			X	X	X	X	Federal Data, (Federal Bureau of Investigation)
DEPARTMENT OF VOCATIONAL REHABILITATION							
State Plan				X	X		Local Vocational Rehabilitation Offices
Annual Report				X	X		
Special Reports				X	X		
Management Information System							
Evaluation Reports							
Budget Reports				X	X		State Office
Statistical Reports				X	X		

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data: 2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	Agency Contact: 9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
DEPARTMENT OF WELFARE	X	X	X	X	X	X	X	Mr. William Lukhard
ADOPTIONS			X	X	X	X	X	Ms. Patricia Sykes
AID TO DEPENDENT CHILDREN				X	X	X	X	Mrs. Dorothy Black
CHILD PROTECTIVE SERVICES		X	X	X	X	X	X	Mr. Graham Taylor
DAY CARE				X	X	X	X	Mrs. Dorothy Black
FOSTER CARE			X	X	X	X	X	Mrs. Dorothy Black
SUPPORT ENFORCEMENT		X		X	X	X	X	Mr. J. J. Holicky, Jr.

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEPARTMENT OF WELFARE							
State Plan			X	X	X	X	Local Welfare Agencies
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		
ADOPTIONS							Local Welfare Agencies
State Plan							
Annual Report							
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
AID TO DEPENDENT CHILDREN							Local Welfare Agencies
State Plan							
Annual Report							
Special Reports							
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		
CHILD PROTECTIVE SERVICES							Local Welfare Agencies and Communities
State Plan							
Annual Report				X	X		
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DAY CARE							Local Welfare Agencies
State Plan							
Annual Report							
Special Reports							
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		
FOSTER CARE							Local Welfare Agencies
State Plan							
Annual Report							
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
SUPPORT ENFORCEMENT							Regional Offices
State Plan							
Annual Report				X	X		
Special Reports							
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data: 2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	Agency Contact: 9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
DEVELOPMENTAL DISABILITIES PLANNING AND ADVISORY COUNCIL	X	X		X		X	X	Mr. Allen Cohen
DIVISION OF JUSTICE AND CRIME PREVENTION	X	X	X	X	X	X	X	Mr. Richard N. Harris
GOVERNOR'S MANPOWER SERVICES COUNCIL/COMPREHENSIVE EMPLOYMENT AND TRAINING ACT		X	X	X	X	X	X	Mr. George Scherer
REHABILITATIVE SCHOOL AUTHORITY	X	X	X	X	X	X	X	Mr. Charles Price
VIRGINIA COMMISSION FOR CHILDREN AND YOUTH		X	X			X	X	Ms. Valerie Emerson
VIRGINIA COMMISSION FOR THE VISUALLY HANDICAPPED	X	X			X	X	X	Mr. William Coppage
VIRGINIA COUNCIL FOR THE DEAF		X	X			X	X	Mr. Fred Yates

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DEVELOPMENTAL DISABILITIES PLANNING AND ADVISORY COUNCIL							
State Plan			X	X	X	X	Federal Standards
Annual Report			X	X	X	X	State and Local Treatment Centers
Special Reports							
Management Information System				X		X	MHMR Individualized Data Base
Evaluation Reports							
Budget Reports				X	X		State Developmental Disabilities Office
Statistical Reports			X	X		X	Federal Formula

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
DIVISION JUSTICE AND CRIME PREVENTION							
State Plan			X	X	X	X	DSP, Department of Corrections, Federal Government
Annual Report			X	X	X	X	
Special Reports		X	X	X	X	X	
Management Information System				X	X		
Evaluation Reports		X	X	X	X	X	
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION pg: 1.4.37

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
GOVERNOR'S MANPOWER SERVICES COUNCIL/COMPREHENSIVE EMPLOYMENT AND TRAINING ACT							Prime Sponsors, State Agencies Involved in Manpower or Manpower Related Activities, 4% Governor's discretionary grant, contractors, VEC, Division of Manpower Research, Taylor Murphey Institute
State Plan							
Annual Report				X	X	X	
Special Reports				X	X	X	
Management Information System				X	X	X	
Evaluation Reports				X	X	X	
Budget Reports				X	X		
Statistical Reports				X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION pg: 1.4.38

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
REHABILITATIVE SCHOOL AUTHORITY							
State Plan		X	X	X	X	X	Division of Youth Services, Federal Data
Annual Report				X	X	X	
Special Reports		X	X	X	X	X	
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports		X	X	X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION pg I.4.9

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
VIRGINIA COMMISSION FOR CHILDREN AND YOUTH							Virginia Commission for Children and Youth
State Plan							
Annual Report				X	X		
Special Report				X		X	Staff/Committee Research
Management Information System							
Evaluation Reports							
Budget Reports				X	X		Actual Expenditures
Statistical Reports			X			X	Virginia Commission for Children and Youth

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
VIRGINIA COMMISSION FOR THE VISUALLY HANDICAPPED							
State Plan				X	X		State School f/t Deaf and Blind
Annual Report			X	X	X		
Special Reports							
Management Information System							
Evaluation Reports				X	X	X	
Budget Reports				X	X		Virginia Commission for the Visually Handicapped
Statistical Reports				X	X		

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
VIRGINIA COUNCIL FOR THE DEAF							
State Plan							
Annual Report			X	X	X	X	State Schools for the Deaf
Special Reports		X			X		State Office for the Council for the Deaf
Management Information System							
Evaluation Reports							
Budget Reports				X	X		
Statistical Reports		X	X	X		X	Galluadet College

Chart I.4.1: FORMATS OF DATA PUBLISHED

pg: 1.4.42

1. Department (sub-divisions)	Form of Data:							Agency Contact:
	2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGE-MENT INFO SYSTEM	6. EVAL-UATION REPORT	7. BUDGET REPORT	8. STATIS-TICAL REPORT	9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
VIRGINIA COUNCIL OF HIGHER EDUCATION				X		X	X	Dr. Daniel E. Marvin

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
VIRGINIA COUNCIL OF HIGHER EDUCATION							
State Plan							
Annual Report							
Special Reports							
Management Information System				X	X		
Evaluation Reports							Universities and Colleges, both public and private
Budget Reports				X	X		
Statistical Reports				X	X		

Chart I.4.1: FORMATS OF DATA PUBLISHED

1. Department (sub-divisions)	Form of Data: 2. STATE PLAN	3. ANNUAL REPORT	4. SPECIAL REPORT	5. MANAGEMENT INFO SYSTEM	6. EVALUATION REPORT	7. BUDGET REPORT	8. STATISTICAL REPORT	Agency Contact: 9. (BY DEPARTMENT HEAD AND AUTHORIZED AGENT)
VIRGINIA EMPLOYMENT COMMISSION	X	X	X	X	X	X		Mr. Robert Masden
EMPLOYMENT SERVICES	X	X	X	X	X	X	X	

Chart I.4.2: METHODS OF DATA COLLECTION

Source of the Data (by: department & document type)	Data Type (method)				Data Source (originator)		
	10. GENERAL POPULATION SURVEY	11. SAMPLE POPULATION SURVEY	12. STATISTICAL PROJECTION	13. PROVIDER SURVEY	14. PRIMARY SOURCE	15. SECONDARY SOURCE	16. Original Source(s) Data
VIRGINIA EMPLOYMENT COMMISSION							Local VEC Offices, VEC Division Manpower Statistics, Welfare Department, Department of Labor, Bureau of the Census, Department of Planning and Budget, Local CETA Boards, Prime Sponsors
State Plan			X	X	X	X	
Annual Report			X	X	X	X	
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports			X	X	X	X	
EMPLOYMENT SERVICES							
State Plan			X	X	X	X	
Annual Report			X	X	X	X	
Special Reports				X	X		
Management Information System				X	X		
Evaluation Reports				X	X		
Budget Reports				X	X		
Statistical Reports			X	X	X	X	

DEPARTMENTS:

DATA THEY PRODUCE

DEPARTMENTS: DATA THEY PRODUCE

The purpose of this section is to identify data that is generated by departments. The user is provided with a comprehensive breakdown of actual pieces of information collected by each department, and the document, bureau or division where the information can be found. Reference can be made back to the appropriate chart (1.4.1) in Section Four for the name of the specified contact person within each agency from whom data can be obtained, the method used for collection of the data, and the source where the data originated. The agencies listed provide direct or indirect services to Virginia's children. Any question as to where information can be obtained concerning major bureaus and divisions of agencies' should be directed to the main department office. For example, if there is a question concerning the Bureau of Crippled Children, information can be obtained from the Department of Health. In addition to the formal data sources that are listed in this section, it is suggested that the user inquire about other documents that are not distributed on a regular basis that might be available from the agencies listed.

DEPARTMENT OF COMMUNITY COLLEGES

Data Information System: This computerized system of information on students in Community Colleges includes basic registration information maintained by registrar's office:

1) Age
2) Race
3) Sex
4) Address
5) Curriculum Taken
6) Grades Earned
7) Grade Points Earned
8) Grade Point Average
9) Major
10) High School Attended
11) Date Admitted
12) Social Security Number
13) Semester Hours Attempted
14) Semester Hours Earned

DEPARTMENT OF CORRECTIONS

The Department of Corrections (through its operating divisions) produces data primarily related to the classification and tracking of individuals referred to its authority by the courts. In addition, extensive use is made of data generated by other agencies (herein defined "secondary"). The following information is available:

I. Corrections Annual Report:

Intake, Screening and Diagnosis, Classification and Disposition of Population data, including:

1) Client Population Characteristics
2) Parole/Probation Status
3) Distribution by Program/Facility
4) Per Capita Costs
5) Adjudication Data
6) Recidivist Rates
7) Major Expenditures
8) Staffing of Units

II. Division of Adult Services (18 years and up)*

1) Listing of all correctional institutions and facilities in the state
2) Listing of felons and misdemeanants in adult institutions
3) Average daily population of local jails
4) Distribution of institutional population, charge, race, sex, locality of committing court
5) Adult-Probation parole cases under supervision by locality
6) Budget Data:

   A) Expenditures by "Major Activity"
   B) Per Capita Statement

7) Offender-Based State Corrections Information System (OBSCIS) for Corrections includes the following:

   A) Identifiers (name, alias, birth date, sex, race, current address)
   B) Sentencing Data (consecutive/con-current)
   C) Academic/work history
   D) Parole Date
   E) Type of offense/Disposition(s)/Status changes
   F) Medical/Psychological Diagnosis

*Identifiers may be deleted in some instances to eliminate specification of an individual offender as a means of maintaining confidentiality.

III Division of Youth Services*

Two (2) interdependent information systems within the Division of Youth Services will provide the following general categories of data:

1) Listing of all facilities, institutions and resources
2) New Commitments and Recommitments to the Reception and Diagnostic Center
3) Distribution of Juveniles among institutions
4) Juveniles in Detention (secure/non-secure) jails and youth services placements (in/out-of-state)
5) Court Intake/Dispositional data
6) Type of offenses, including prior contacts
7) Length of stay in the system

The Virginia Juvenile Justice Information System (VAJJIS) collects all data on delinquents or status offenders referred to the court, as well as court disposition of cases. Incorporated in this automated system are the following coded forms:

1) Court Services Intake Reports (#1 and #2) produced monthly, quarterly, semi-annually and annually, and/or by special request, detail number of cases, cases pending, cases with prior contact, case service type, custody status, type of complaint, status offense only, (eventual) court action/disposition. Completed by race, sex, age, jurisdiction (locality, district, region, and state).

2) Case Profile Reports summarize (on a monthly basis) pertinent demographics (27 items) such as: current/last grade level, dropout age, behavior/adjustment problems (yes/no), academic performance/handicaps, family demographics (education of parents, income, employment status, number dependents), and recommendations.

3) Detention Home Reports (Children Held in Juvenile Detention Homes) are a series of monthly reports for a given fiscal year (July 1-June 30) which provide information on the race, sex and age of a juvenile, charges, committing jurisdiction, admission, detention home population (daily average/fiscal year) and number of days in detention.

4) Jail Reports (Jail Accounting Report) provide data similar to the above, but refers to those juveniles held in local jails. Data is published annually but can be retrieved monthly; further, because data is stored on magnetic tape, and this data is organized by fiscal year, only those juveniles jailed prior to or during the fiscal year are counted. (i.e.: data requested in May of 1977 will include completed counts for the number of juveniles jailed between July 1, 1975-June 30, 1976.)

*Identifiers may be deleted in some instances to eliminate specification of an individual offender as a means of maintaining confidentiality.

The Direct Care Information System (DCIS) is designed to track the characteristics, placements and services provided to juveniles committed to the State Board of Corrections. Information outlined in this system is intended to facilitate administration, case management, planning and program evaluation; and includes the following:

1) Intake Data (from the Court Service Unit and the Reception and Diagnostic Center), providing general information on the case.

2) Historical Data retrieves similar data, adding the history of prior contacts with the Juvenile Justice System, family, medical/psychological/educational demographics.

3) Clinical Assessment, as implied by its title, addresses the physical and psychological assessment conducted by the Mobile and psychiatric clinic; is considered a companion to the history generated by Court Services.

4) Educational Assessment captures data on the academic and vocational aptitude of committed juveniles. The assessment (testing) is conducted at two stages (pre-post) of the commitment process, or: once at the Reception and Diagnostic Center and again at the school of placement.

5) Intra-Division Transfer(s) tracks the movement of the child though various changes in institutional placement and the reason for such changes.

6) Program Assignment tracks juveniles by the type program placement and reason for assignment.

7) Escape/Escape Returned data documents conditions of the escape/return, court and parental notification and similar administrative procedures. Additional information includes identifiers and new charges.

8) Community Placement is essentially a release form from institutional/residential care to community supervision. In addition to child/agency identifiers, date of release and placement, provisions for welfare and out-of-state supervision are made.

9) Discharge From State Care is the final piece of data produced on a child; alerts the system to a status change not included in transfer or program assignment documents.

IV. Division of Probation and Parole

1) Pre-sentence Reports
2) Probation Supervision (Status Report)
3) Parole Investigation
4) Case Supervision

Data produced by Probation and Parole on adult offenders are intended to track the progress of individuals in probation/parole status for the courts, secondarily to provide management information on size, characteristics and distribution of case loads.

V. Other (Secondary) Data Sources

In addition to data generated by line agencies within the Department, State Corrections also relies on statistics provided by the State Police (Uniform Crime Report, Comprehensive Criminal History) and the Offender-Based Transaction Statistical Data (based on CCH), an annual compilation provided by the Division of Justice and Crime Prevention.

DEPARTMENT OF EDUCATION

"Facing Up 10" (published yearly in March for previous year)

Includes:

1) Enrollment by locality and level (Elementary/Secondary)
2) Instructional Personnel by locality and degree level
3) Ratio of Pupils to Classroom Teaching Positions by locality and school level by locality
4) Summary of High School Drop-Outs, grades 8-12
5) Comparison of (1974-75) Public High School Graduates with (1971) Fall Membership in the Ninth Grade by locality
6) Status of Graduates by locality
7) Basic Information Concerning Local Divisions
8) Percentage of Support of Public Schools by locality

"Calendar of Reports" (published yearly in July for following fiscal year)

Includes reports on:

1) Accreditation
2) Adult Education
3) Career Education
4) Directory
5) Driver Training
6) Employment Counseling and Placement
7) Federal Programs
8) Financial
9) Gifted and Talented
10) Graduates
11) Health and Physical Education
12) Membership - Enrollment
13) Personnel
14) Pilot Studies
15) School Food Services
16) Special Education
17) Standards of Quality
18) Textbooks, Materials, Media
19) Transportation
20) Vocational Education

Annual Report (Superintendent of Public Instruction), Published yearly in December for previous school year.

Includes reports and statistics from:

1) Division of Elementary Education
2) Division of Secondary Education
3) Division of Special Education
4) Division of Vocational Education
5) Division of Educational Research and Statistics
6) Division of Special Services
7) Division of Teacher Education and Certification
8) Division of Telecommunications

Available from the Financial and Statistical Section are reports which include:

1) Summary of Receipts and Disbursements for the year
2) Summary of Funds Received and Disbursed by County and City School Boards
3) Total Expenditures for Public Free Schools in Virginia by source for the year
4) Distribution of state funds for the year
5) Administrative and service personnel positions for the year
6) Total Instructional Positions and Average Annual Salaries -- Principals, Assistant Principals, Supervisors, Visiting Teachers, and Teachers for the year
7) Number of Teachers and Number of Pupils Enrolled in Regular Day Schools
8) Cost of Operation Per Pupil in Average Daily Membership and Average Daily Attendance
9) Virginia Public Schools Enrollment 1942-43 through year published
10) Age - Grade distribution for All Original Pupils and the Number of Pupils Promoted and Retained for the year
11) Number of Days Taught, Average Daily Membership, Average Daily Attendance, and Percent Attendance
12) Number of Elementary Schools According to Average Daily Membership and Number of Teaching Positions
13) Number of Combined Schools According to Average Daily Membership and Number of Teaching Positions
14) Number of High Schools According to Average Daily Membership and Number of Teaching Positions
15) Comparative Data - Virginia Public Schools

"A Profile of Education in Virginia by Planning Districts" (published by State Planning and Community Affairs, June, 1976)

Includes:

1) Populations and Educational Levels
2) Facilities and Value of School Property
3) Wealth, Cost, Expenditures and Support

4) School Personnel
5) Vocational Education
6) Special Education
7) Adult Education
8) Suspensions, Retentions and Drop-outs
9) High School Graduates
10) Higher Education Enrollment and Facilities

"Virginia's Education Disparities" (published February, 1977 by Virginia Education Association Research Service)

Includes the following:

1) Ability Per Child in ADA (Average Daily Attendance) 1975-76 based on 1974 Real Estate and Public Service Corporation Values
2) Ability per child in ADM (Average Daily Membership) in 1975-76, based on 1974 Real Estate and Public Service Corporation Values
3) Effort for 1975-76, based on 1974 Real Estate and Public Service Corporation Values
4) Total Cost of Operation Per Pupil in ADA, 1975-76
5) Cost of Operation (Local Funds Only) Per Pupil in ADA, 1975-76
6) Total Cost of Operation Per Pupil in ADM 1975-76
7) Cost of Operation (Local Funds Only) Per Pupil in ADM, 1975-76
8) Instructional Personnel, Percent of Certificates Based on College Degrees 1975-76
9) Instructional Personnel, Percent Holding Post Graduate Professional Certificates 1975-76
10) Average Annual Salaries of Classroom Teachers 1975-76
11) Percentage of Support of Public Schools (Operational Only) 1975-76

DEPARTMENT OF HEALTH

Annual Statistical Report

Includes:

1) Population: estimated Total and Household
2) Live Births: by attendant, illegitimacy, immaturity, age of mother, birth order, education of mother, trimester care began, number of prenatal visits, congenital anomalies and complications of pregnancy
3) Fetal Deaths: Gestation under 20 weeks and 20 weeks and over, and by cause
4) Induced Abortions: Illegitimacy
5) Infant Deaths: by cause and age, hebdomadal deaths and neonatal deaths, perinatal deaths
6) Deaths: Important causes with rates for 10 years, by 62 causes by age, race and sex
7) Marriages: by age
8) Divorces: by age, by number of minor children in family, by cause of divorce
9) Lethal Weapon Injuries (gunshot and "concealed weapons" woundings)

Most data tabulations are compiled by Planning District and City or County of occurrence and/or residence, by race (white/non-white), age and sex.

Other data relative to children and youth collected through the State Health Department Systems are:

Child Development Clinic (publishes a six month report)

Data collected are: The number of new patients, reactivated patients and other patients carried over from previous reporting period seen in clinics during the reporting period. The number of visits to clinic by patient or family, by age and sex. Classification of mentally retarded patients by primary etiology and additional impairment. Children are tested and the number reported by intelligence and adaptive behavior levels.

Crippled Children's Services

Number, age, sex, and race of children seen in Bureau of Crippled Children's clinics. Diagnostic evaluation and treatment of the medically indigent. Includes cost for hospitalization, drugs, prothesis and corrective appliances, tests, and therapy.

Dental Health

Maintains data on total number of patient visits and individual diagnostic/ treatment records (including X-rays, oral and surgical services) for the medically indigent. This data is not reported through the local health services information process.

Local Health Services

Clinic - Tabulates and distributes all clinic attendance by age, sex, race for all health oriented bureaus with the exception of Child Development and Dental Health.

Public Health Nursing - Number of visits by age, sex, and race of children referred for additional nursing care in the home by clinic personnel in any program clinic held.

School Health Services

School health programs that are not under the Board of Education are supervised and reported by the number of visits, by age, sex, and race under Public Health Nursing.

Medical Assistance Program

Those children receiving Medicaid are reported through other Bureaus according to their conditions. Includes age, sex, race and cost for services.

Preventive Medical Services

Epidemiology - By planning district, age, race, sex, onset of communicable disease, source, lab services, and referral source.

Immunization - Number of children and type of immunization reported through Local Health Services.

Venereal Disease - By planning district, age, race, sex, onset, lab services public reporting. (Also internal classified reports not for publication).

TB Control

Local Health Services Reports (see above) capture data on number of clinic visits by age, sex, race, and type of condition (i.e., active/ inactive, high risk contact). Data on admissions to sanitoriums and disposition of cases is reported to the TB Control Division by age, sex, race and correlated with costs.

Home Health

Reported through Local Health Services - age, sex, race, and number of visits, cost for visits.

Child Health Services

Number of children and number of visits to Child Health Clinics reported through Local Health Services. Cost of hospitalization, days of care, and reason for hospitalization reported for the medically indigent.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

The Department of Mental Health and Mental Retardation offers a wide variety of information concerning their activities. The following information is available:

I. Annual Report: narrative recounting of activities conducted during the previous fiscal year.

II. State Plan: narrative explanation of programs and activities in Mental Health and Mental Retardation.

III. Admissions, Separations from State Hospitals and Training Schools.

1) Admissions
2) Releases
3) Utilization
4) Staffing of Units
5) Ratios - Patient to Staff
6) Total Cost for Treatment
7) Average Daily Costs

IV. Mental Health Services for Virginia's Children

1) Listing of all Mental Health Clinics and Centers in the State
2) Listing of facilities for out-of-state placement for emotionally disturbed children and youth of Virginia
3) Budget Data

   A) How much and what percentage of State Institutions, State Mental Health Clinics budgets is spent on patients 18 years of age and younger.
   B) Funds required for out-of-state placement of children and youth of Virginia by Department.

MENTAL HEALTH

Mental Health Management Information System includes the following:

Client Intake Information

1) Agency
2) Date of Intake
3) Type of Intake
4) Sex
5) Birthdate
6) Birth State
7) Social Security Number
8) Client Residence County
9) Parent/Guardian Residence County
10) Referral Source
11) Ethnic Status

12) Guardianship Status
13) Prior Hospitalization
14) Age First Admitted
15) Educational Background
16) Occupation
17) Work Status
18) Gross Yearly Income

MENTAL RETARDATION

Mental Retardation Individualized Data Base Information System (IDB) includes the following:

I. Client Intake Information (Child)

1) Agency
2) Date of Intake
3) Type of Intake
4) Sex
5) Birthdate
6) Birth State
7) Social Security Number
8) Client Residence County
9) Parent/Guardian Residence County
10) Referral Source
11) Ethnic Status
12) Guardianship Status
13) Prior Hospitalization
14) Age First Admitted
15) Educational Background
16) Living Arrangements while under care

II. Parental Information

1) Agency
2) Sex
3) Date of Clients Intake
4) Birth Year
5) Education
6) Relationship to Client
7) Ethnic Status
8) Occupation
9) Work Status
10) Gross Yearly Income
11) Type of Public Assistance
12) Other Sources of Income
13) Marital Status of Client's Natural Parents
14) Number of Children
15) Number of Children Living at Home
16) Number of Others Living at Home

III. Client Information (Adult)

1) Agency
2) Sex
3) Date of Intake
4) Client Occupation
5) Work Status
6) Client Spouse Occupation
7) Work Status
8) Education
9) Ethnic Status
10) Birth Year
11) Gross Yearly Income
12) Type of Public Assistance
13) Other Income Sources
14) Clients Marital Status
15) Number of Children
16) Number of Children Living at Home
17) Number of Others Living at Home

IV. Client Diagnosis Information

1) Agency
2) Sex
3) Date of Evaluation
4) Type of Evaluation
5) Psychological Tests
6) Intelligence
7) Social
8) Behavior
9) Developmental

V. Diagnosis

1) Cerebral Palsy
2) Epilepsy
3) Location of Motor Dysfunctions
4) Seizure Frequency
5) Disabilities
6) Level
7) Physical Handicaps

VI. Behavior Development Survey

1) Agency
2) Sex
3) Date of Evaluation
4) Type of Evaluation: Behavior Evaluation, Aptitude Evaluation
5) Notification of Living Plan Changes
6) Date of Change
7) Reason for Change

VII. Service Information

1) Agency
2) Sex
3) Date of Onset of Service
4) Service
5) Date of Termination of Service
6) Reason

SUBSTANCE ABUSE

Substance Abuse Information System

Substance Abuse is in the process of building a management information system for drug related statistics and will follow with a system for alcohol. The information to be collected:

1) Date of Intake
2) Type of Intake
3) Sex
4) Birth Date
5) Birth State
6) Race
7) Education
8) Kind of Drugs Used
9) When First Used
10) How Often Used
11) Prior Hospitalization
12) Age First Admitted
13) Marital Status
14) Occupation
15) Employment Status
16) Type of Health Insurance

The Annual Report published by Substance Abuse is a narrative summary of activities carried out. Information available includes the following concerning drug related cases.

1) Expenditures
2) Number of Clients Receiving Services
3) Time in Treatment
4) Number of Clients in Education Programs
5) Number of Clients in Skill Development Program
6) Employment Status at Time of Discharge

DEPARTMENT OF STATE POLICE

The Department of State Police (DSP) is Virginia's primary statewide law enforcement agency responsible for (the State's) motor vehicle and criminal laws.

Additionally, the DSP is mandated to maintain the Central Criminal Records Exchange (CCRE), administer the Virginia Criminal Information Network (V-CIN), (and) administer the Virginia Uniform Crime Report (UCR) System.

1) CCRE: records arrests reported statewide by type and locality and court disposition.

2) V-CIN: an automated file of "wants/warrants" and criminal history; as an integrative system, V-CIN includes driver and vehicle registration data, CCRE data and similar information of use to the entire criminal justice system.

3) UCR: was mandated by the General Assembly to produce monthly statistics and an annual report aggregating data from all local law enforcement agencies; UCR also provides statewide data to the FBI.

DEPARTMENT OF VOCATIONAL REHABILITATION

Annual Report (published yearly in October for previous fiscal year)

includes:

1) Total Operating Expenses of the Department
2) Cost of Rehabilitating Citizens
3) Average Cost per Rehabilitant (able to pay for service)
4) Average Cost per Rehabilitant (paid by Department)
5) Earnings of Rehabilitated Citizens
6) Public Assistance Being Received (yearly) by type of assistance
7) Enrollment at Woodrow Wilson Rehabilitation Center by Sex
8) Number of Rehabilitants by County/City of the following Characteristics:

    A) Sex
    B) Race
    C) Disability
    D) Earnings
    E) Cost

9) Rehabilitants:

    A) Highest Grade of School Completed
    B) Age at Referral
    C) Sex
    D) Race
    E) Marital Status
    F) Number of Dependents
    G) Primary Source of Support

10) Various Local, State, Federal, Public and Private agencies with whom the Department of Vocational Rehabilitation has contacts.

DEPARTMENT OF WELFARE

Annual Report (published yearly for previous fiscal year)

Includes:

1) Summary of departmental expenditures by major activity (source of funds expended)
2) Expenditures for public assistance and hospitalization of the indigent according to counties and cities
3) Public assistance cases receiving financial assistance and amount of assistance by program and month
4) Food stamp program participation data by month
5) Hospitalization under the state and local program for the indigent
6) Child welfare services provided by local departments of public welfare
7) Social service cases under care
8) Child abuse and neglect complaints reported from July 1, 1975 to June 30, 1976
9) Administrative actions on aid to dependent children cases involving questions of recipient fraud
10) Statement of operations

"Public Welfare Statistics" (available monthly with approximately a two month lag)

Includes:

1) Cases receiving assistance and amount of assistance by month and category
2) Cases under care during the month by category
3) Application and case information by quarter
4) Case and expenditure data by locality for the month (auxiliary grant payments)
5) Case and expenditure data by locality for the month (aid to dependent children and aid to dependent children - foster care)
6) Case and expenditure data by locality for the month (emergency assistance to needy families with children)
7) Case and expenditure data by locality for the month (general relief)
8) Expenditure data by locality (foster care)
9) Food Stamp participation record by month and locality
10) Service cases under care for month by category and locality

The Bureau of Research and Reporting collects the following:

1) Monthly Statistical Report of the Public Assistance Cases

2) Monthly Statistical Report of Services Cases
3) Monthly Report of Interviews - Social Services
4) Count of Primary Social Services Recipients
5) Report of Social Services by Category
6) Quarterly Report of Early Periodic Screening, Diagnosis and Treatment Services
7) Purchase of Service Expenditure Report
8) Case Data and Expenditure Report on Sterilizations
9) Financial Report (summarizes all expenditures)
10) Financial Report of Service Expenditures
11) Indo-Chinese Refugee Monthly Expenditure and Care Data Report

The Bureau of Support Enforcement generates the following data:

Annual (and Quarterly) Statistical Report on Child Support Enforcement Staff and Activities, including:

a) Staff
b) Cases opened, closed, and continued
c) Successful actions taken to locate absent parents, establish paternity, and establish support obligations
d) Collections made, percent of support obligations collected, and number of families and children for whom collections were made
e) IV-D cases in which collections were made through use of Federal Courts or IRS
f) Number of IV-D cases referred or requiring referral to other states.

The Bureau of Child Protective Services generates the following:

Annual Report, including summaries, by locality, of:

a) Total number of reported abuse/neglect cases
b) Breakdown as to founded, unfounded, high risk
c) Breakdown of ages in each category
d) Breakdown of sex in each category
e) Person(s) reporting abuse
f) Alleged abuser
g) Manner of infliction of abuse
h) Type of abuse/neglect
i) Percentage of cases reported on toll-free WATS line
j) Unduplicated count of services provided to Child Abuse and Neglect Primary Recipients
k) Local Agency Characteristics

DEVELOPMENTAL DISABILITIES PLANNING AND ADVISORY COUNCIL

Information available from the Developmental Disabilities Planning and Advisory Council is as follows:

1) Administrative Information:

   A) Organization of agencies that potentially could serve Developmentally Disabled persons of the State and operating structure - goals and objectives
   B) Legal and regulatory authority and services of those agencies serving the developmentally disabled

2) Target Population of Agencies

   A) Total number served
   B) Estimated number of Developmentally Disabled served
   C) Service Needs Assessment Strategies and information sources
   D) Service delivery procedures
   E) Service Types and Programs - Definitions
   F) Geographic Distribution of Service
   G) Number of Services available, being used or delivered, characteristics of clients
   H) State Service Plans of those agencies that could potentially serve the Developmentally Disabled
   I) Strategies and Procedures for Evaluation and the Results

The Management Information System for the Developmental Disabilities Planning and Advisory Council is contained in the individualized Data Base operated and maintained by Mental Retardation. The retrievable information includes the following:

1. Client Intake Information

   1) Agency
   2) Date of Intake
   3) Type of Intake
   4) Sex
   5) Birth Date
   6) Birth State
   7) Social Security Number
   8) Client Residence County
   9) Parent/Guardian Residence County
   10) Referral Source
   11) Ethnic Status
   12) Guardian Status
   13) Prior Hospitalization
   14) Age First Admitted
   15) Educational Background
   16) Living Arrangements while under care

II Parental Information

1) Agency
2) Sex
3) Date of Client's Intake
4) Birth Year
5) Education
6) Relationship to Client
7) Ethnic Status
8) Occupation
9) Work Status
10) Gross Yearly Income
11) Type of Public Assistance
12) Other Sources of Income
13) Marital Status of Client's Natural Parents
14) Number of Children
15) Number of Children Living at Home
16) Number of Others living at Home

III Client Information (Adult)

1) Agency
2) Sex
3) Date of Intake
4) Client Occupation
5) Work Status
6) Client Spouse Occupation
7) Work Status
8) Education
9) Ethnic Status
10) Birthyear
11) Gross Yearly Income
12) Type of Public Assistance
13) Other Income Sources
14) Clients Marital Status
15) Number of Children
16) Number of Children Living at Home
17) Number of Others Living at Home

IV Client Diagnosis Information

1) Agency
2) Sex
3) Date of Evaluation
4) Type of Evaluation
5) Psychological Tests
6) Intelligence
7) Social
8) Behavior
9) Developmental

V Diagnosis

1) Cerebral Palsy
2) Epilepsy
3) Location of Motor Dysfunctions
4) Seizure Frequency
5) Disabilities
6) Level
7) Physical Handicaps

VI Behavior Development Survey

1) Agency
2) Sex
3) Date of Evaluation
4) Type of Evaluation
5) Notification of Living Plan Changes
6) Date of Change
7) Reason for Change

VII Service Information

1) Agency
2) Sex
3) Date of Onset of Service
4) Service
5) Date of Termination of Service
6) Reason

DIVISION OF JUSTICE AND CRIME PREVENTION

Any data or services provided by the Division are related to development and implementation of the comprehensive plan for criminal justice.

Reports produced by the Division of Justice and Crime Prevention are either in response to LEAA guidelines governing State Plans and Discretionary Grants (section 223 (a) 14 - Juvenile Justice and Delinquency Prevention Act of 1974); or non-mandated activities (e.g., opinion surveys, cross-tabulations of local data, identification of descriptive characteristics) conducted as needed, or requested by the Secretary for Public Safety. The reports provide secondary information from the Department of State Police and Corrections and/or primary data derived from survey instruments developed by the agency itself.

Reporting is an annual activity, though data-collection is on-going; the decision to publish quarterly updates was made solely by the Division of Justice and Crime Prevention.

Two major documents produced by the Division of Justice and Crime Prevention on a periodic basis:

Annual State Comprehensive Plan for Criminal Justice

A) Socio-economic and demographic profiles of participating geographic areas describing composition, population characteristics (e.g., race, age, education, employment, and residency) trends and distribution.

B) Crime-Oriented data including number of reported offenses number of arrests, prosecutions/convictions, type of offenses, court dispositions, recidivism rates, and trends.

C) Capabilities data reflecting the current level of staffing, staff expertise, race/sex/age distribution by positions, "turnover" rates, case load figures (law enforcement, courts, prosecution, indigent defense, probation/parole supervision, and rehabilitation/treatment/facilities), availability of funding support, and coordination. Juvenile programs were incorporated into the State Comprehensive Plan (SCP) as a supplement in 1976, the 1977 SCP will reflect the planning requirements of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974.

Data Monitoring Report (Quarterly)

Captures data on state progress toward 75% compliance with plan requirements developed by the Law Enforcement Assistance Administration (LEAA) for administration of JJDP, including (1) deinstitutionalization of "status offenders", (2) development of community-based alternatives; and (3) segregation of adult and juveniles in local lock-ups.

GOVERNOR'S MANPOWER SERVICES COUNCIL (GMSC)

Annual Report to the Governor: details the activities conducted in the previous fiscal year.

"Comprehensive Employment Training Act (CETA) - Titles I, II, III, and IV"
(published quarterly; available from GMSC)

Includes:

1) Prime Sponsor's Financial, Program Status and Participant Characteristic's Report (by locality)
2) Analysis of Participant Characteristics and Wage Data (by Title)
3) Analysis of Cost Data (by Title)
4) Analysis of Cost Data (by Category and Activity)
5) Analysis of Median Wage Data
6) Participant Enrollment Characteristics Distribution
7) Participant Employment Characteristics Distribution
8) Fiscal Highlights and Cost Averages
9) Title Breakout by Activity and Cost Category

"Summer Program Economically Disadvantaged Youth"
(published yearly in December for previous summer)

Includes:

- Statistical Analysis of Statewide Data on each Prime Sponsor's Program
- Participant Characteristics
- Accrued Expenditures for Program

REHABILITATIVE SCHOOL AUTHORITY

Data produced by the Rehabilitative School Authority is primarily concerned with the educational (academic/vocational) achievement of inmates from correctional facilities in the State. Although information is collected on each individual, confidentiality statutes limit its accessibility; therefore, identifiers are aggregated in forms which eliminate the identification of individuals (e.g., such data should include institutional mean scores).

Virginia Juvenile Justice Information System (VAJJIS)

1. Pre-test (educational assessment at the Reception and Diagnostic Center) and post-test data in basic academic skills (reading and math) are collected for Title I (Elementary and Secondary Education Act - deprived) programs in each facility.

2. General Education Diplomas Awarded, number of tests taken, number failed, number "no-show".

3. Vocational Certificates Awarded, number of hours and course content/proficiency level.

VIRGINIA COMMISSION FOR CHILDREN AND YOUTH

All data available from the Commission for Children and Youth is originally collected from other agencies that are providing direct services to Virginia's children. The Commission serves as a clearinghouse for information related to children.

1. Annual Report: narrative explanation of programs conducted during the previous fiscal year.

2. Central Registry of Placements of Children tabulates names and types of facilities used by Virginia agencies for children and youth, and kinds of services provided by the facilities.

VIRGINIA COMMISSION FOR THE VISUALLY HANDICAPPED (VCVH)

Annual Report: (published yearly) details the activities conducted in the previous fiscal year.

The Comprehensive Annual Service Plan Title XX (State Plan) is tied in to the reports published yearly by the Department of Welfare because of a shared administrative responsibility for sections of the program.

Other data generated by the VCVH includes:

American Printing House Federal Quota:

1. Published yearly
2. Headcount on legally blind
3. Identified by condition, name, reading level and media, and locality
4. Information is computerized and checked at the Federal level to eliminate double counts

Title I, Elementary and Secondary Education Act Report (in conjunction with Department of Education)

1. Published twice yearly (application/Annual Report)
2. Headcount by age, county, or city
3. Multihandicapped headcount

VIRGINIA COUNCIL FOR THE DEAF (VCD)

Annual Report (published yearly) details the activities conducted in the previous fiscal year.

The Virginia School for the Deaf and the Virginia School for the Deaf and Blind provide the following registration data:

1. Agency
2. Sex
3. Birth date
4. Client Residence County
5. Ethnic Status
6. Date of Admission
7. Occupation
8. Curriculum Taken
9. Achievement
10. Date Released

The Council participates in the annual national survey conducted by Gallaudet College for the Deaf, Office of Demographic Studies, Washington, D. C. 20002. Information is available upon request from this office. Data from the survey is distinguished by State and reveals the following data on Virginia:

1. Age
2. Sex
3. Degree of Disability
4. Age at which Disability Occurred
5. Ethnic Origin
6. Probable Cause of Hearing Loss
7. Additional Handicapping Conditions Reported
   A. Causes at Birth
   B. Causes after Birth
8. Percentage of Causes

VIRGINIA COUNCIL OF HIGHER EDUCATION

Annual Report (published yearly) details the activities conducted in the previous fiscal year.

Directory of Virginia's Postsecondary Education and Training Opportunities 1976-77 includes:

A. Information about higher, professional and continuing education opportunities in Virginia
B. Information about postsecondary vocational - occupational training opportunities in Virginia
C. Information about major financial assistance programs available to Virginia students
D. An index of postsecondary institutions in Virginia

The Council also collects data concerned with the following areas:

A. Scholarship and loan assistance for students
B. Institutional characteristics of colleges and universities
C. Degrees and other formal awards conferred for a one year period
D. Salaries, tenure and fringe benefits of full-time instructional personnel for any given year
E. Full enrollment in higher education for any given year
F. Financial statistics of institutions of higher education for any given fiscal year
G. Information on college and university libraries
H. Community education offerings
I. Student tuition and fee charges
J. Age summary of all students served by institutions of higher education in Virginia
K. Admission applications
L. Headcount enrollment by city or county of residence
M. Headcount of off-campus enrollment by term
N. Headcount of resident enrollment by term

VIRGINIA EMPLOYMENT COMMISSION

Annual Report - 1974 (Published July 1975)

Includes the following charts:

1) Employment and Unemployment
2) Reserve Fund and Fund as Per Cent of Taxable Wages
3) Cost Rates and Tax Rates
4) Trend of Taxable Wages
5) Receipts and Payments
6) Unemployment Insurance Claims, Monthly Totals
7) Placements, Non-Agricultural

Also included are the following tables:

1) Taxable Wages, Receipts and Disbursements
2) Schedule of Administrative Funds
3) Covered Employers by Industry and Contribution Rate
4) Average Monthly Covered Employment and Gross Wages Payable by Industry
5) Summary of Benefit Operations by Month
6) Claims Disposed of by Reason for Disposition
7) Disqualification, Eligibility Decisions, and Appeals
8) Payments Distributed by Type of Unemployment and by Amount Paid
9) Industrial Distribution of New Claims, Weeks Compensated and Covered Workers
10) Payments and Contributions by Industry
11) Summary of Benefit Operations by Local Office
12) Potential Duration by Benefit Amount and Claimants Exhausting Credits
13) Unemployment Compensation for Federal Employees
14) Local Office Employment Service Non-Agricultural Activities by Month
15) Employment Service Activities by Local Office
16) Non-Agricultural Placements by Industry -- Total and Nonwhite
17) Non-Agricultural Placements by Month, Sex and Occupational Group
18) Counseling, Services to the Handicapped, and Testing Activities
19) Veterans' Employment Service Activities by Month
20) Services to Workers of Selected Age Groups

"Unemployment Data Methods and Procedures"
(Manpower Research Division - VEC, Revised June 1975)

This document describes the process and methodology for estimating the number of unemployed individuals in each Virginia locality. The process employs a stratified random sampling (national base) of 50-100 thousand households conducted by the Federal Bureau of Labor Statistics on a monthly basis. The percentages derived from the Current Population Survey (CPS) of Standard Metropolitan Statistical Areas (SMSA's) are used as projections for the State.

DATA SOURCES WITHOUT REGULAR DISTRIBUTION

In addition to the formal data sources that are listed in this section, it is also suggested that the user inquire about the following documents that might be available from the agencies listed:

1. Agency position papers
2. Minutes from meetings (e.g., Resource Allocation Panels)
3. Opinion papers
4. Research reports
5. Task force results: conclusions, recommendations

DATA GAPS*

*The intent of this section is to provide user agencies and interested citizens with an overview of the extent to which Virginia has achieved an integrated data collection system. While some of the comments might appear to be somewhat pointed, it should be understood that the desire of the analysis was to be as objective as possible. The analyses and recommendations are made in a constructive manner with the intent of assisting provider agencies foremost in mind, and it is hoped that they will be viewed as such.

AN ASSESSMENT AND CRITIQUE OF INFORMATION MANAGEMENT PROCESS IN VIRGINIA STATE GOVERNMENT: State-of-the-Art

This section represents an initial attempt at defining the present practices of data collection, analysis and utilization as employed by State agencies in Virginia. Our focus is limited to those organizations which make decisions affecting children and youth. On the following pages are discussed:

A. General Comments/Observations on the Current State-of-the-Art
B. The Ideal: A Theoretical View Based on the Systems Model
C. The Actual: The State-of-the-Art in Virginia; and,
D. Items for Consideration: A Data Base for Children

The reader will note that a number of agencies cited elsewhere in this document are not discussed in this chapter, or are mentioned only in the context of participating in a larger reporting system (e.g., Rehabilitative School Authority with the Virginia Juvenile Justice Information System model of the Division of Youth Services). The agencies highlighted are: Corrections, Education, Health, Mental Health and Mental Retardation, Visually Handicapped, Deaf, Employment Commission, Vocational Rehabilitation, and Welfare.

In order to substantiate statements identifying apparent gaps and overlaps (redundancies) in the data base, a simple, one-to-one comparison of "data generated" to "data needed" is made based on:

1. the implications of mandated and/or assumed organizational missions and goals; and,
2. key characteristics of the Management Information System and the Systems orientation describing an "ideal information system"serving multiple organizations.

Of course, a major drawback of this approach is attributable to the lack of clear and concise statements of organizational purposes for State agencies; however, to the extent possible, specific mandates regarding program reporting are considered.

For the user, this section raises, by implication, serious questions about the actual utility of the data base as presently constituted. In combination with the preceding sections and Section VII - Untapped Data Sources - the document suggests areas requiring further attention.

A. GENERAL COMMENTS/OBSERVATIONS

Information collected during our review of administrative, program and special documents, and a series of planning and delivery staff interviews yielded the following general impressions:

- Data originates at the delivery-level and is reported upward through various intermediate levels of organization and subjected to selective use at each level.

- Information thus collected is generally strictly program-oriented, capturing only that data which is immediately relevant to service eligibility, treatment utilization, revenues and expenditures.

- This programmatic orientation tends to result in "overlapping headcounts" of service populations with multiple needs, exhibiting a tendancy towards defining the client only in terms of the treatment/services provided.

- Extensive use is made of federally-derived population formulas which are intended to provide a means for estimating percentages of population exhibiting certain characteristics (e.g. 2.1% of a given localities' population will exhibit some form of developmental disability) although intended for the purpose of providing initial baseline data for preliminary planning, these estimates are often used as "benchmarks" for program performance -- in effect, substituting a surrogate statistic for real, flesh and blood individuals in need.

- Incompatibility in data coding and formats, can be traced to differing reporting requirements (state, federal) making interdisciplinary use of data virtually impossible; further, the lack of uniformity with regard to dates of collection, publication, and updating hinders comparison of activities between departments and other sub-systems.

- In many instances, information is not easily retrievable on demand, or in a format flexible enough to meet the individual needs of inquirers. In fact, in some cases, the lag between collection and presentation to management may range from three months to a year.

- Of the executive agencies, only those charged with "advocacy" (for the deaf, blind, elderly...and, children) appear to be inclined toward crossing organizational boundaries. Information for creating a comprehensive data base for the target population represented is emphasized, but much of the data available from the provider agencies is in a format requiring an extensive degree of manipulation before useful information is yielded.

. Reporting provisions embodied in the Program Budget Structure* will require some information not currently available to meet the specifications of the Act. Moreover, statistical projections of needs, resources, and various combinations of resources will extend the anticipated life of a plan (or program, or decision) at least six (6) years into the future! Finally, the auditing of organizational performance over time is likely to influence, somewhat, decisions related to long-range policies and funding alternatives.

. In recent years, the application of automated data processing (ADP) has become popular with public agency management. However, delivery-level personnel do not seem to share an admiration for the technology. Rather, issues surfaced during individual interviews related to:

    a. length/complexity of input forms;
    b. constant format revisions;
    c. diversion from service/treatment activities in favor of "paper-shuffling";and,
    d. failure of data collected to return to its point of origin within a reasonable period of time.

. Finally, the emergence of state and federal interest and support for preventive social programming may require the development of methods for identifying those members of an "at-risk" population not currently served, and those not at immediate risk, but potentially in need; moreover, methods for measuring success based on non-treatment must be developed.

B. THE IDEAL: A THEORETICAL VIEW BASED ON THE SYSTEMS MODEL

1. Form and Function

In the study of human organization, the physical axiom "form-follows-function" is applicable, but often subordinated to other concerns. Few people would seriously consider an Atlantic crossing in a bath tub; yet, if a large enough cash award were offered, the Coast Guard would probably be plagued by a rash of attempted crossings. Though crudely put, this physical law governs all organizational discipline from nature to space programs.

In public administration, where one would expect acknowledgment if not strict adherence, an anomoly exists whereby clearly defined functions rarely precede decisions of form:

"We trained hard...but it seemed that everytime we were beginning to form up into teams, we would reorganize. I was to learn later in life that we tend to meet any new situations by reorganizing... and a wonderful method it can be for creating the illusion of progress while producing confusion, inefficiency and demoralization..."

(Petronius Arbiter 200 B.C.)

*Code of Virginia, Chapter 760: "Program Budget"

The products of this situation are evident in the array of programs and services (forms)with overlapping, sometimes conflicting, missions and orientations; yet each with some degree of power (functional authority) over the same people (e.g., child welfare is a responsibility shared among social services, law enforcement, health and educational agencies*).

Munro (1976) describes the central dilemma of criminal justice planning as:

"...The obstinate refusal by social deviants to operate within only one analytical category at a time...the burgular is a school behavior problem...."[1] (His solution) "...And one no doubt soon to be advocated by LEAA, is to have legislation enacted which would prohibit people from occupying more than one causal analytic category at a time."[2]

Add the "deviant's" (sic) family to this equation because it's within possibility that the burgular's sister is retarded, and perhaps even the juvenile delinquent daughter of a woman with diabetes, on welfare in a condemned building...possible. Further complicating matters is the fact that agencies providing the necessary services may be unaware that they share the same individual; i.e., one of the primary reasons for the lack of standardization (coordination) is that there never has been a commonly accepted language that described the client's problem, the action taken by the worker, and the result or outcome from having taken the action."[3] Moreover, inadequate coordination often results in a situation where "units or organizations which are competent individually are rather incompetent as elements of a larger system... the burden of coordination is often left to the client or patient..."[4]

2. Coordination

Our operating definition of "coordination"is the orderly exchange of needed resources between two (or more) organizations. Information is a resource primary to the survival of organizations; therefore, creation of a common data base would be a long step toward coordinated or "integrated", services. Such a step would acknowledge the necessary interdependence of organizations sharing a "task environment", thereby, creating a system.

Simon (1973) asserts that "the central problem (of all complex systems) is not how to organize to produce efficiently, but how to organize to make decisions...that is, to process information."[5] He suggests that viewing the organization as a collection of decision sub-systems, though novel, may be of more practical use to the designers of information structures than the traditional arrangement of departments and bureaus. By the same reasoning, the outputs or products of an organization might be described as a collection of implemented decisions made on the basis of available data.

*Refer to Section - Services (p. 1.2.1)

3. Management Information System (MIS)

Management Information System (MIS) is a relatively recent concept in public administration.** MIS incorporates the knowledge and operational assumptions of computer science (operations research), economics (forecasting, benefit-cost analysis) and the applied behavioral sciences (organization development). In current practice MIS is admittedly more of an art than an exact science.

Functionally, MIS has been defined as "one that supports managerial decision-making by supplying relevant information when required." 6 It is intended to provide management with timely information, which aids in the allocation of resources and the selection among various alternatives. Specifically:

a. "(MIS) seeks to shorten the time span between the capture of information and its presentation to management...not according to a cycle predetermined by the limitation of humans and machines, but whenever it is required...the central purpose of MIS is to reduce the time between occurrence of an event of importance to management and the reporting of this event...the MIS may detect an exception and generate an output to the appropriate manager notifying him (her) of the variance...in other situations, management may not wait for the system to generate outputs, but may instead request data from the system to aid in solving a problem." 7

b. "The conduct of (organization) operations can be thought of as a series of resource allocation decisions...MIS objective is to assist management in achieving an optimum allocation of resources.." 8

c."(Selecting among alternatives) requires estimating probable consequences of various decisions, and it is here that quantitative techniques can be applied with the aid of computers and appropriate data...(because, often) decisions must be made under conditions of uncertainty..."9

Further specification of MIS functions would include the following general characteristics:

a. The MIS should support executive usage by providing information as requested and in a format manageable for decision-making on complex policy issues; it must provide operational data (status), historical data (trends) and forecasting data (projections).

b. The MIS should cross organizational lines of authority (vertically, horizontally) and provide a broad view of activities and interrelationships; considering the benefits-costs of centralized-versus-de-centralized input, storage and access mechanisms.

c. The MIS should be responsive to unstructured requests for information, as needed and in the form required; thus recognizing the individual manager's "threshold" (or extent of detailed interests in the data base).

*This discussion will limit itself to a brief overview of the functions and general characteristics of management information system; our concern is with the purposes for which the components are employed and not with technological modules of the system.

From the above, it is apparent that MIS is primarily a management tool, although often benefitting other levels of organization as well. MIS must then, produce data which will enable decisions related to the planning, staffing, directing, and controlling functions of management to be made and communicated through the organization.

Application of MIS to human services programming presents government with both opportunities and problems, i.e.:

a. As an approach to integrative data analysis, the systems model implicit to MIS is compatible with the concept of "service integration" and similar holistic delivery strategies.

b. The level of specificity necessary to complete a MIS data requirements assessment (e.g., type of data, form, level of detail, frequency) assumes a degree of predictability -- a luxury not usually associated with social programs, where the only certainty is that nothing is certain.

c. Computers enforce uniformity of data elements which may provide comparable data in standard formats allowing assessment of relative impact of different programs, but "directors often (resist) using the system by posing arguments about violations of confidentiality..(or) by not dealing with staff members who failed to turn in reports or continually filed inaccurate reports."

4. "Systemic" Planning

MIS is an essential communications linkage between management and other members of the organizational set (e.g., supervisors, service workers, support staff and clients). As such, MIS is subject to the same factors which affect social interaction in any organization. Klogan (1972) presents a series of six assumptions related to inter-organizational relationships (IOR); four are of concern to us here:

Assumption-1: Organizations (esp: Government) are faced with a situation of limited resources.
Assumption-2: Organizations must obtain resources from other members of the task environment.
Assumption-3: Use of outside resources reduces the organizations' autonomy and ability to control products/outputs.
Assumption-4: Organizations prefer autonomy and engage in interaction only when resource needs cannot be met from within.

Systems theory defines the organization as a grouping of people performing interdependent, differentiated tasks to produce outcomes consistent with a set of missions and goals endorsed by it. Organizations characteristically purchase/exchange resources and/or information related to producing certain planned results. A simple system can be described as an arrangements of inputs (e.g., money, person-power, technology, information) converted by a processor into outputs (products, missions, or goals

synonymous with the purpose for which an organization exists). In addition to these basic elements, there are mechanisms for assessing the effectiveness or suitability of outcomes and correct malfunctions (feedback); mechanisms for maintaining reliability, accuracy and other desirable operational attributes(controls); and, man-made or environmental factors (filters) which consciously, or by mere being, act to admit/omit certain system elements at the expense of others.

The human body, if viewed as a system, processes inputs of oxygen, foodstuffs, and other substances into forms useful to the maintenance and/or growth of cells and tissues. Outputs may be viewed in terms of proper body functioning. Malfunctions (e.g., nausea, disease) occurring at any point in the system serve as feedback mechanisms alerting the body to a variance in the "normal" condition. In complex social systems, different organizations may be responsible for one, or more, elements of the model, sharing responsibility for operation of the whole. Human services systems are comprised of the entire spectrum of consumers, public and private organizations, and interest groups interacting (consciously, or not) in the same task environment.

Central to the idea of systems is the availability of reliable information; in fact, "some systems practioners distinguish between data (...all elements of information in a data base and information (...only those data elements that have meaning to an interrogator.

"Thus, one man's information might be another man's data, and the criteria of relevancy serves to discriminate between the two." At this point,the technical medium of storage and retrieval becomes crucial. Consideration of storage costs, ease of maintenance/revision of the data base, redundancy of information, error detection/correction/editing, retrieval time, and software (programming) package result in the form supporting the function of providing management information.

SUMMARY:

We have briefly discussed the purpose and characteristics of management information systems; compared the promises of MIS to the functions of management, interorganizational relations and systems theory; and attempted to provide a concise definition for the concept "coordination". We have avoided technical descriptions of equipment (hardware) and operations langauage (software) in favor of addressing the management/planning end of information systems.

On the following pages, we will explore the application of information reporting systems presently used by State government organizations.

*In the context of this chapter, "systems" refers to inter-organizational dynamics, and not to the structure or model of computer hardware and software. See chart 1.6.3 (p. 1.6.26).

C. THE ACTUAL: THE STATE-OF-THE-ART IN VIRGINIA

"The integration of services is a systems approach which introduces new rules, requires new interorganizational relationships, and threatens the autonomy and power of numerous individuals and organizations."[1]

In the previous material we shared a pipedream--to our knowledge there is no organization with an information system displaying all of the desired characteristics and capabilities...anywhere. In this subsection we present an analysis of existing State government systems for generating and retrieving relevant information; based in part on three months research of available program documents, and on a series of informal interviews with administrative and/or professional staff. This information was then analyzed in terms of the following general criteria.

1. Is the information generated relevant to the needs of the agency with respect to its authorized mission and goal ? Does it identify and measure appropriate variables? Does it measure direct/indirect consequences of program intervention? Does it capture non-program influences on the studied condition?

2. Is the data collection strategy sensitive to information on the whole person and the recipient's family ? Does the method, frequency and time of collection affect validity of the data/conflict with staff allocated for service provisions? Can data thus generated be compared to that of other systems for correlative analyses?

3. Is data retrievable at multiple decision-points in the organization? How far must information travel vertically to initiate responsive action? Is data shared laterally with other systems having similar missions? Is data accessible to and/or in a form useful to non-government groups and individuals?

Attempts at "costing-out" data management activities proved to be beyond the scope of this study because of the constraints imposed by time, staff expertise and resources. The recommendations cited in the discussion of a data base for children suggest the serious consideration of a "cost study" on information systems.

*See Appendix: "Exploratory Interviews".

THE DEPARTMENTS:

Corrections, Department of (Division of Youth Services)

"It is the mission of (the Department) to provide appropriate supervision of persons entrusted into the department's care, to meet their basic human needs, and to make available programs that promote positive attitudinal and behavior change".

- Corrections Annual Report: 1976

"The mission of the (DYS) is to function for youth and families as an advocate, to promote prevention services, to provide treatment services within the Juvenile Justice System in order to enable them (youth) to function successfully as contributing members of society".

- DYS: October 28, 1976

1. In terms of the kind and detail of information captured, the supervisory and treatment elements for children and adults are provided for in reports filed by the local law enforcement agencies, court services units, jails, and detention homes and each treatment facility or placement. Data on the academic and/or vocational performance of participants in educational programming provided through the Rehabilitative School Authority (RSA) is also captured by the information system; however, RSA is not organizationally part of the Department of Corrections.

   Information is generated at the initial point(s) of contact (entry) with the criminal justice system, and tracks the offender through the system until release (discharge) from the jurisdiction of the courts.* Eleven different forms are used to record information on the relationship and status of each juvenile within the juvenile justice system.

   In contrast, much of the data necessary to conducting prevention related activities is either not collected internally, incomplete, or not available from external sources (e.g., statistics on juvenile unemployment from VEC).

2. The collection method requires accurate reporting on standardized, coded input forms which feed the centralized (automated) data processing systems identified above; however, a number of "gaps" are apparent:

   a. jail data validity has been questioned; moreover, because this information is reported by regional planning districts (22) and not court services districts (which are not coterminous) jail and disposition data are incompatible;

   b. follow-up data on juveniles leaving the jurisdiction of the court, is non-existent, in fact unless the juvenile is detained for a second time within the five (5) year file retention period, there are not records of prior dispositions;

*See Section V: "Data They Produce" for further descriptions.

c. developing a history of an individual adult offender from juvenile records is specifically prohibited (see below); and,

d. storage and maintenance of files at the district level has become problemmatic and data is often incomplete and occasionally, non-existent.

3. Information contained in juvenile systems are regulated in terms of access by Title 16.1 (chapter 10) 16.1-223, which restricts the use of identifiers and prohibits the transfer of juvenile records to the data system of other law enforcement agencies. This does not apply to purely statistical information.

Education, Department of:

"One of the major goals of the Board of Education and the Department of Education is to work cooperatively...to provide a program of quality education for Virginia's children and youth."

- Annual Report: 1976

1. Information available through this department reflects only those children enrolled in public school programs. Data related to the characteristics of participants in public education programs are essentially headcounts aggregated under a number of broad catagories (e.g., sex, age, race, family size, number of siblings, their ages, etc.). Beyond the data required for management purposes, or reported by law, information on relative academic performance and specific local programs is also collected.

2. Once again, because the data is primarily recounting individual transactions between the local public schools and the students enrolled/receiving services, children enrolled in private schools (academies, or "special needs" placements) are not included in the assessment of the status and conditions of Virginia's children and are not to be found in the department's statistical tabulations of school aged (5-19 years) population.

3. On the subject of accessibility of the information, most of this data is captured at the delivery-level (local educational agencies) and aggregated by locality for annual publication. Finally, although the Department has an organizational capacity for education research and statistics, the operations data of individual programs are, in fact, more readily available directly from the responsible division.

Health, Department of (SDH):

"(The Department) through its official health programs and authorized local health services is responsible...for administering on a coordinated basis all available scientific, education and social skills...for the betterment

of individual, family and community health...(a) the promotion of personal and environmental health, (b) prevention of disease, and (c) diagnosis and treatment."

- Current Information Systems V
Booz-Allen and Hamilton, 1974

1. The SDH boasts the largest and most complex data base in the State. All local health departments, local health services providers, other states, courts (marriages, divorces), and operating divisions/bureaus of the SDH report data to the Virginia Center for Health Statistics (VCHS) in the Bureau of Vital Records and Health Statistics. Some of the data is recorded in compliance with state/federal mandates; however, each division and bureau collects additional information on individual cases to capture information omitted in the regulations (e.g., age, race, sex, income, and diagnostic records). The recent establishment of a statewide coordinating council for comprehensive planning of health services* requires an assessment of the current health status of area residents. To accomplish this, a series of household interviews (5,000 households) will be conducted for the Center. Though costly, this survey will mark a significant departure from data collected only at the point of a service-related transaction with the public health care providers.

2. Data methods are primarily concerned with documenting utilization, conditions treated, and service costs. Non-client/program-related information is not generally gathered. Because birth weights are not recorded, use of this item as an indicator for preventive services (e.g., impact of health and/or welfare nutrition services) is impossible.

3. The major issue of data accessibility from the Center's perspective is lack of clarity regarding the type of detail and intended use of data requested from VCHS. Sometimes (as in the case of lethal weapons reports) the mandate requiring the collection of special data, while omitting certain other data, is often a matter of defining legislative intent. Data is provided to local governing officials for budget purposes and exchanged with cooperating agencies (e.g., registered deaf and crippled children are provided to Education).

   Information, with identifiers deleted, is universally accessible, but the information format tends to provide data in bits corresponding to the interests of individual bureaus. Federal/state reporting forms also tend to manipulate the data to meet a narrow set of information needs (total number/total cost).

Mental Health and Mental Retardation, Department of:

"(The Department) has the responsibility for the full supervision, management and control of State Hospitals and Clinics."

- Current Information Systems II
Booz-Allen and Hamilton, 1974

* In compliance with P.L. 93-641: "National Health Planning and Resources Development Act of 1974.

The recent departmental reorganization combined with the de-emphasis of institutional service in favor of decentralized community-based alternatives has encouraged MH-MR to restructure the existing data base. (Editors)

1. The data base for MH-MR is actually many substructures serving separate information systems for each operating division/bureau. At present, some systems are being expanded, or designed to reflect a broader organizational mission, but development of an integrative system is sporadic.

   Information is limited to demographic and treatment characteristics of institutional population and out-patient service caseloads, requiring the initiation of special studies to address specific management needs (e.g., planning/evaluation). Mental Health non-institutional services data is either non-existent or unreportable; in fact, the division has had some difficulty in identifying the number of individuals in need, but not currently recipients of mental health services. Substance Abuse (a new addition to the department) responds to federal requirements for reporting of services provided to drug and/or alcohol abusers.

   Projections of the "at risk population" are based on federally-derived estimates. Mental Retardation, Developmental Disabilities (DDAC) and the Vocational Rehabilitation (DVR) use the Developmental Disabilities Evaluation Information System (DDEIS) augmenting MR's Individual Data Base (IDB) reporting system. DDAC population estimates are similarly derived from a federal formula on percentage population likely to exhibit DD characteristics.

2. Client information generated is generally headcounting or diagnosis/treatment-oriented; the most complete data available being on institutional residents. Variations in community-based programs administered by local Chapter 10 (Mental Health and Mental Retardation) Boards result in the capture of fragmented data on non-residential treatment services.

   Most reports contain admittedly stale data which fails to present a real time reporting of status, conditions, and characteristics of even the recipient population -- the IDB reports average 45 day lag-time between capture and presentation of management information. The DDEIS is not yet fully operational at this writing.

3. Because each of the department's data sub-systems is oriented toward a specific set of services and activities, information on the range of program activities has never been compiled into one document. Inquiries should be directed toward the unit of organization responsible for the segment of the population requiring those particular services.

   Information on out-of-state placements of children/youth, foster care, and special education for mentally/emotionally handicapped is a concern shared with Education, Welfare and Corrections.

Virginia Commission for the Visually Handicapped:

"(The Commission) was established...to serve the legally blind and visually handicapped residents of the Commonwealth. ...The Commission has served as a one stop service center for blind Virginians."

- "One Stop Service"; Annual Report 1975-'76

1. The Commission serves in an advocacy capacity for the blind. In addition, a range of direct and information-referral services are provided, as well as maintenance of the Model Reporting Area (MRA) registry of blind Virginians. Data captured reflects an orientation toward the whole person, though not necessarily the family.

2. Registry data is not captured through an outreach effort, so only those individuals applying for VCVH services, or referred by other providers are considered among the "known" visually handicapped.

3. In addition to data exchange with agencies sharing the same clients (VDW, VR, SDH) dissemination of information occurs through printed and broadcast media.

Virginia Council for the Deaf:

"...To act as a bureau of information to the deaf, to state agencies and institutions providing services for the deaf, local agencies of government, and other public/private community agencies and programs."

- Progress in Communication: 1974-'76

1. The Council functions as the state-level "advocacy agency" for the deaf and as such it provides no direct service. Emphasis is placed on activities which enable persons to function in a hearing society (e.g., information-referral services, agency technical assistance/consultation, public awareness, research and program evaluation).

   Information collected/generated by the Council reflects a concern for the unseen impact of routinized approaches to the delivery of services or provision of information, and the effects of "normal" intake and screening procedures on communication with a population group unable to hear instructions or answer questions without an interpreter.

2. The Council exhibits a vocal interest in the deaf individual which goes beyond the narrow set of services traditionally provided to this group; in fact, the Council does not actively collect data on admissions/enrollments in the State's special schools, but has undertaken a needs assessment on the elderly (with the Office on Aging) and a broader survey supported by Title XX funds (with the Department of Welfare). Generally, Council information attempts to disaggregate the deaf individuals, not presently served, who would utilize existing services if barriers to communication were addressed.

According to Council estimates (1976) there are over 300,000 hearing impaired individuals in Virginia...40,587 persons are severely or profoundly deaf...8,809 lost their hearing before age 19...according to the Health Department, approximately 50-85 percent of all adult hearing impairment could have been prevented in early childhood; yet age breakdowns of possible use to providers of services to children and youth are not available -- and that's 150-255 thousand people.

3. The organizational structure of the Council is such that communications channels are less complex than those of most human service agencies, making the transmission of information fairly direct. The Council's primary method of advocacy is through the wide dissemination of information.

Virginia Employment Commission

"The VEC is charged...with providing universal Employment Services to both applicants/clients and employers (including State Agencies): ...Emphasis is placed on direct job placement of those persons who are job ready."

- Supporting Document; (Human) Resource Allocation (RAP) Panels, 1977

1. Data captured on economic/labor market trends and characteristics appears more comprehensive than the statistics on unemployed/underemployed individuals. Methods used to collect unemployment data relies on a combination of the registration of individuals with local employment services with a percentage-of-distribution estimate based on a random stratified sampling (Current Population Survey - CPS) of 50-100,000 households in the Standard Metropolitan Statistical Areas (SMSA's). Discrepancies between the CPS statistics derived nationally and State agency estimates have resulted in adoption of the national statistics from the Federal Bureau of Labor statistics (e.g., increases in crime, mental health and family crisis incidence). Data on indirect consequences of unemployment are neither captured, nor sought in the information collected.

2. Data is based on individual transactions and projected population estimates and demonstrates little interest in family characteristics. Moreover, the formats recording the data collected demonstrate a bias toward meeting the needs of employer; i.e., youth and "displaced homemakers" occupy the same statistical category ("HEW entrants/returnees to the labor market"), as if the difficulties inherent in placing such individuals in appropriate and meaningful employment were amenable to the same program responses.

   Related to this is the official definition of "unemployment" itself, which requires the applicant to be an "active job-seeker" because being without a job is not the same as being unemployed.

3. Data reported is generally not in a usable form. Ethnic, educational or gender characteristics which may influence conditions, or serve as identifiers are presented, but limited in that the total number of individuals

in an occupational grouping may be divided by "white" and "non-white" (everyone else), or by "male/female", but not necessarily both in the same chart exhibit.

To answer the question: "how many Native American women, between the ages of 16-25 were placed 'in machine trades' in October 1972" is not possible without extensive user manipulation of data. Information is shared with agencies providing employment-related services for specific target populations (e.g., VDW, VR, DD, VCVH, Corrections, Council for the Deaf).

Department of Vocational Rehabilitation:

"The presence of a physical or mental disability which for the individual constitutes or results in a substantial handicap to employment and a reasonable expectation that vocational rehabilitation services may benefit the individual in terms of employability..."

- Annual Report: 1976

"The Federal Rehabilitation Act of 1973 placed major emphasis on serving the more severely handicapped and providing the full range of services built around the individual's handicaps, keeping in mind always the abilities and interests as well as the needs of the person."

- Biennial Report: 1974-'75

1. Information gathered is, again, program/service-specific; focusing only on those individuals with a "potential" for "gainful employment" consistent with the organizational mission. The gap perceived between the medical and vocational elements in the continuum of services, may tend to reduce the optimum impact of benefits derived by the client.

2. VR will participate in the DDEIS data base being developed by MH-MR, providing opportunities for common reporting elements on shared clients.

3. Data is exchanged with agencies serving the same population.

Department of Welfare:

"An effective public assistance and social service system should meet the basic needs of its less fortunate citizens, in their home community wherever possible, and assist them, to the extent that their own capabilities will allow, to become self-sufficient and self-supporting; all in a delivery system which assures the greatest extent possible that the resources for these programs provide...are being utilized efficiently and effectively."

- Annual Report: 1976

1. Information generated by the VDW takes the form of statistics (Bureau of Research and Reporting) or reports on program operations (Division of Field Operations). The Department is presently engaged in an attempt

to develop a common centralized data base (Virginia Client Information Systems - VACIS) serving all organizational units (state/local). Subsystems of VACIS include:

a. the Social Services Information System (SSIS) responding to HEW reporting requirements for Title XX services (eligibility, case management), Purchase of Services (POS), and Child Protective Services (CAIS);

b. the Welfare Eligibility Recipient Computer System (WERCS) capturing financial and client demographic services data at intake and throughout period of assistance; and,

c. Support Enforcement (SUPE).

Reporting is basically transaction-oriented, whether tracking "services provided/at what cost?", or monitoring vendor capacity. Non-program-related impact/consequences are not captured.

2. A key consideration of VACIS is the reduction of paperwork (27 manual reporting forms) to free workers time for delivering client services (8 automated forms). A possible gap in the system is its emphasis on compliance with federal reporting requirements; i.e., the underlying motivation of the effort seems to be more in line with satisfying demands articulated in HEW regulations, than in developing a comprehensive picture of human needs which transcends program boundaries.

   Each department augments the statistical and reporting data with special surveys conducted on an "ad hoc" basis to satisfy individual planning and assessment requirements.

3. Service-related exchange of information is a long established practice on an informal basis; moreover, with the advent of Title XX and state-to-state contracting, the provision of periodic program/fiscal information is formalized under the federal reporting guidelines. Usefulness of the data available to non-welfare, non-government planners will depend on the ability of VACIS to develop a "track-record" in meeting the needs of data users as stated in the Systems' work plan.

INTERDEPARTMENTAL ISSUES:

1. Agencies studied collect data which can be divided into the broad categories of:

   a. client information (biographical, demographical, residency, service related needs);

   b. activity (control) information (units of services provided, service costs, and caseload variances);

   c. supportive data of a non-client/program specific nature (e.g., general population statistics);

d. similar externally-derived data;

e. administrative (management) information related to policy planning, resource allocation, and evaluation; and,

f. regulatory information (e.g., investigatory and enforcement).*

The level of detail varies with department, but three common characteristics prevail: firstly, data collection and program planning priorities are conspicuously crisis-oriented responses to situations or conditions which were always present, but not addressed until the point when deferring action is no longer feasible; secondly, much of the information gathered on a routine basis is meant to support the continued funding (survival) of the program; and, thirdly, the individual considered "primary recipient" of services is rarely identified beyond the symptoms/conditions necessary for service eligibility.

ITEM: The Alcoholic Beverages Control (ABC) Board records the volume and revenues generated by the sale of liquors, wines and beers, yet the agency is unable to respond to a request for information regarding the impact of the recent lowering of the State's legal drinking age on this sales volume by comparing marked variances in yearly trends.

ITEM: Youth in juvenile institutions may be armed with a G.E.D. (general education diploma) and/or a vocational training certificate from a learning center, but they are not followed by the tracking system upon leaving the jurisdiction of the courts — how does the Department of Corrections, then, determine the effectiveness of its treatment and rehabilitation efforts?

ITEM: Evaluation data are commonly in-house activities in which the findings are rarely widely shared among organizations, groups or individuals most likely to influence/or be influenced by the consequences of subsequent executive decisions. Nor do other organizations have the opportunity to offer relevant expertise, observations, or suggestions.

2. "Client" and "Activity" data tend to reflect only those characteristics which are considered substantially related to the delivery and management of services provided by the particular agency. "Estimates" of potential individuals in need are commonly based on a surrogate headcount derived from statistical samplings conducted nationally. Each agency has found it necessary to collect data in addition to that required for state/federal reporting purposes which tend to emphasize aggregated costs/units of service provided. To capture additional information on client status/progress during his/her contact with the organization, various supplementary data collection methods are employed.

In essence, most data under these categories are transaction-based, considering only those client characteristics influencing the individual's treatment/service plan and only those individuals applying for/referred to agency services.

*See Section 3 - "Services"

ITEM: The pattern of delivery for most service-provider agencies is similar to the classic "medical treatment model" in which the bulk of system resources are tied to treatment of a specific condition or affliction. Child Protective Services are usually only mobilized after an incident of abuse, exploitation or neglect has occurred. Services which might have prevented the incident (e.g., family counseling, parenting education) are often inaccessible and occasionally unavailable.

ITEM: Policies governing the provision of services are directed toward the individual's symptoms. The major shortcoming of this practice is the necessity for the symptoms to become critical dysfunctions before (corrective) assistance can be made available.

3. Interagency exchange of information is characterized by a similarly strict program orientation; i.e., the most often cited rationale for instances of lateral information exchange occurred between programs sharing responsibility for delivery of a service,* therefore bound to a common set of reporting requirements. (e.g., Title XX, and Bureau of Family Planning).

ITEM: Title XX, according to Congressional intent, is seen as a means for mobilizing a broad range of program/service options for meeting client needs. Logically, because these resources are controlled by independent agencies, emphasis on fostering increased interdepartmental collaboration should have been a primary concern to the Department of Welfare.

ITEM: Statewide planning activities for criminal justice imply "comprehensive" and "coordinated" approaches to a range of issues. In reality, though, rarely are all (or even many) of the parties likely to be affected by the plan consulted by the planners. The 1978 plan solicited input from a narrow spectrum of all the possible respondents (e.g., Welfare, Education, Mental Health, and various community-based programs are conspicuously absent).

4. Federal regulations related to "citizen' participation" in the needs identification and priority setting phases of the planning process has resulted in an increased use of public hearings as a data collection method by State agencies (notably: Title XX, Health Systems Agencies, among others). In the past, this data-collection method was primarily used by legislative committees or study groups as a "sensing device" for gauging public sentiments.

ITEM: Although this method is less costly than sampling, it is characteristically less valid as well; i.e., the "public" which attends is not necessarily the public having the problem. More often than not, the "public" are providers rather than recipients of services, so information collected by this procedure will obviously reflect a degree of bias.

* See Section Three - "Services"

ITEM: The Virginia Department of Welfare (VDW) in response to federal regulations for social services planning under Title XX, publishes an abstract of the draft comprehensive annual services plan (CASP) in local newspapers across the State prior to submission to the funding agency. A forty-five (45) day period is provided for public comment, during which time public hearings are conducted on a regional basis to secure verbal and/or written testimony. These comments, with related documentation and VDW responses, are then submitted with the final funding package.

Perhaps this approach to using the media for dissemination of program information should be explored by all agencies providing and/or planning services.

5. Finally, each agency shares responsibility for the implementation of prevention (or similar diversion/deinstitutionalization) strategies intended to reduce the necessity for radical (and costly) interventions to treat, or remove a disabling condition at the point of crisis. Not only is this approach relatively new to human services agencies, but the present agency data bases do not reflect individuals or families in need; rather, the usual emphasis is on utilization of the services offered.

ITEM: Because human problems are not attributable to one causal factor, treatment approaches geared toward alleviation of a visible condition are not likely to be effective. Prevention of juvenile delinquency must then be related to preventive health (nutrition, early diagnosis/treatment), preventive mental health (drug abuse, family counseling), as well as to issues in education (vocational training, basic skills, drop-out prevention) and employment (training and placement in adequate jobs).

ITEM: A youth who drops out of school prior to age 16 is a truant, and therefore considered a problem of the court. If, however, a public school education is defined as a major product/service of the public schools, then perhaps truants and dropouts are merely commenting on the value of education to them. In effect, truancy laws ignore the messages indicating the need for viable alternatives to traditional education programs in favor of punishing the child for being unable to use the existing services.

THE FUNCTIONAL AREAS:

The recent delegation of expanded administrative and management responsibility to the six (6) secretarial ("Functional") areas* has resulted in the creation of staff-level positions for Management Information Systems Directors in each:

1. Administration and Finance, Office of
2. Commerce and Resources, Office of
3. Education, Office of
4. Human Resources, Office of
5. Public Safety, Office of
6. Transportation, Office of

*Section 2.1-39.1 Code of Virginia, 1976 and Executive Orders Nos. 34-39, 1976.

The MIS officers are primarily specialists in the design of management information systems and are generally charged with increasing the usefulness of data generated by operating departments and programs to top decision makers.

In Human Resources, this directive has contributed to an analysis of the data requirements for individual programs. Earlier plans for a single, consolidated human resources data base (HAIS*) have been abandoned in favor of "decentralized data clusters" of interdependent programs using common reporting codes, standardized reporting formats and regional access points.

Though promising the establishment of an integrative management information structure within each functional (Secretarial) area, it is difficult to determine the points at which these individualized systems interface to provide a more holistic view of state Governmental operations.** The apparent interdependence of the various planner/provider agencies citing children, youth and/or families as primary beneficiaries of program activities has been alluded to previously. Necessarily, then, an adequate data base will not only cross program boundaries, but should reflect an inter-functional orientation as well. Keeping this assumption in mind, it follows that a decision to cut/increase state funding for special education may influence subsequent policy and program approaches in substance abuse (Mental Health), delinquency prevention (Youth Services) and job placement (VEC and/or Voc-Rehab).*** Similarly, the decision will have impact on the child, his/her family, and the home community. However, the current information processes do not capture data on adverse consequences to providing services.

In effect, the Commonwealth is engaged in a frustrating, if not futile, attempt to support global decisions (having multiple, long-range consequences) with fragmented bits of data rarely reflecting the "real-time" conditions.

A comment from our interview with Mr. Ralph Cantrell, MIS Director, Human Resources, fairly summarizes our findings on State data systems:

> "The greatest problem (in developing an interdepartmental information system) is parochialism...the good people are there, it's merely a matter of pulling them together."

SUMMARY:

In this subsection we attempt to show that most of the information collected by state agencies does not answer questions related to impact of a given decision on recipients of agency services. In our analysis of the existing data, many questions emerged, for example:

* Human Affairs Information System (HAIS); Vol. I-IX. Booz-Allen & Hamilton, Richmond, Virginia, June 30, 1974 - part of a study on existing information systems and data requirements (does not include: VEC, Corrections, Other non-human Resources Agencies).

** See chart 1.6.2 (p. 1.6.24)

*** In many instances, the State's appropriation under the General Fund will determine the ability to draw down "matching" federal financial participation.

1. Who keeps records on voluntary "foster care" placements made by the Juvenile Court? According to our information, the Division of Youth Services does not maintain this data, nor does the Department of Welfare, unless they are reimbursing costs.

2. Why do local comprehensive employment training (CETA) plans overlook the provision of authorized (ancillary) day care services? According to the Federal Bureau of Labor Statistics, the number of working mothers (with children under age 18) has risen 69% since 1960...27 million (42%) children and youth are affected...1 in 4 (6.1 million) were preschoolers ...1 in 6 are from households headed by a single woman.[15]

3. How does an increase in the federal minimum wage affect the employment of single mothers and youth? According to our research, neither VEC (responsible for job counseling, testing and placement), nor Labor and Industry (responsible for enforcement of protective labor laws for minors), nor Education (responsible for vocation education) retrieve such data.

4. What impact did the recent budget cuts (esp: Special Education) have on the efforts of other departments serving children, youth and families? Similarly, what impact would an increased funding level have on other systems?

We are certain that the reader will be able to add to the above listing. Our purpose in raising these items here was merely to highlight obvious gaps in the data base supporting executive action. In the final piece of this section, we address recommendations for creating an "open access" data base for children and youth.

D. A DATA BASE FOR CHILDREN: ITEMS FOR CONSIDERATION

In the preceding material our focus was divided between a theoretical ("ideal") model for communicating and organizing information to make decisions; and comparing this impossible (?) ideal to the management information systems currently "in-place" ("status quo") in Virginia. In this final chapter we want to suggest a shopping list of "items for consideration"* related to establishing a data base for a comprehensive State policy on children and youth...and families. Consideration regarding the individual elements comprising the data base should include the following:

1. An identification of all systems with responsibility or interest in the planning and/or conduct of activities which impact on the lives of children, youth, and families to include:

   a. agencies and institutions of the public sector;
   b. elected officials;
   c. children, youth, families and their advocates;
   d. the private sector; and,
   e. other interest (affected) groups.

2. Identification of present, projected and desired levels of interaction and coordination, including areas of conflict and/or opportunities for mutually beneficial (reciprocal) relationships:

   a. dividing the labor/cost of information among primary users (State agencies)
   b. assessing cross-program capacities; and
   c. delivering services to meet the total needs of recipients and their families.

3. Definition of the scope required of a data base for long range planning, in terms of (at least) the following characteristics:

   a. population identifiers (age, sex, race, income level, family size/characteristics)
   b. community resources profile (provider, funding, services capacity, number served, utilization rate, eligibility requirements);
   c. local economic indicators (tax base growth/development, median income, income distribution, correlations to other characteristics);
   d. population/population-at-risk characteristics over time (distribution, trends projected, rate-of-change);
   e. service cost over time (age group/service-use correlations projected over time for cost-trend analysis);
   f. impact data from a variety of sources generated internally/externally to the program (input/desired output/actual output, opportunity cost/savings); and,
   g. simulation of alternate futures (computer gaming to determine the potential of innovations generated by the question: "What if...?").

* In the interest of keeping this a user-oriented document, we are sharing the model used to derive our listing, so you can do your own; also included is a set of suggested basic criteria for setting priorities (to keep your shopping list within your xerox budget). See appendix (pp. 1.8.10 & 1.8.11) (Editors)

4. Design methods and procedures for increasing the accessibility of the data base to agencies, groups, or individuals -- recognizing the necessity for maintaining confidentiality safeguards:

   a. developing methods for processing random, unstructured requests for information;
   b. developing uniform coding elements for a "generic data base" capturing data from appropriate sources;
   c. developing methods and procedures for remote access to storage/retrieval system;
   d. developing structured and unstructured opportunities for citizen, legislative, as well as agency analysis of data and implications; and,
   e. periodic review of data base elements and systems modification, as required.

5. Develop formats for generating special and/or periodic data packages to managers, legislators, advocacy groups and other interested/affected parties which allows flexibility:

   a. in form/content of information;
   b. level of detail;
   c. time span/frequency; and,
   d. encourage continued intersystem demand.

The 1970 White House Conference on Children endorsed a paper (1970, pp. 22-25) noting that:

> "Although adult rights have been specifically delineated in the law and Bill of Rights, children are still considered objects to be protected -- indeed, almost possessions...children constitute one of our largest and most vulnerable minority groups. But, they have no voice in political processes, and they do not directly participate in lobbies on their own behalf...Their rights can be and frequently are infringed upon, often by those who declare that they act in the child's interest."

The above quoted statement makes it obvious that decisions made about children and youth tend to be based on issues other than legal "rights". In fact, because a child does not usually challenge decisions made on his/her behalf, the state must assume that its actions are, in reality, in the child's best interest. However, since broadly acceptable indicators for assessing "quality of life" do not presently exist, and much of the data on the present situation is incomplete, state interventions into the lives of children, youth and their families are based less on fact than on conjecture.

In Texas, a $1 billion State surplus will be debated (May 30, 1977). Although Texas ranks near the bottom in child welfare payments, $4 million to innoculate cattle against disease was budgeted, prompting one State legislator to complain:

> "...we take care of our cattle, our wheat fields and hogs (...and) neglect our children."

Is Virginia similarly guilty? The State ranks 20th in infant mortality... 12.3 percent of all families had earnings below the poverty level,* only 3% received public assistance...of a potential 700 thousand participants, less than one-half received food stamps in the peak months of 1974. What other possessions do we hold in higher esteem than the lives of our children?

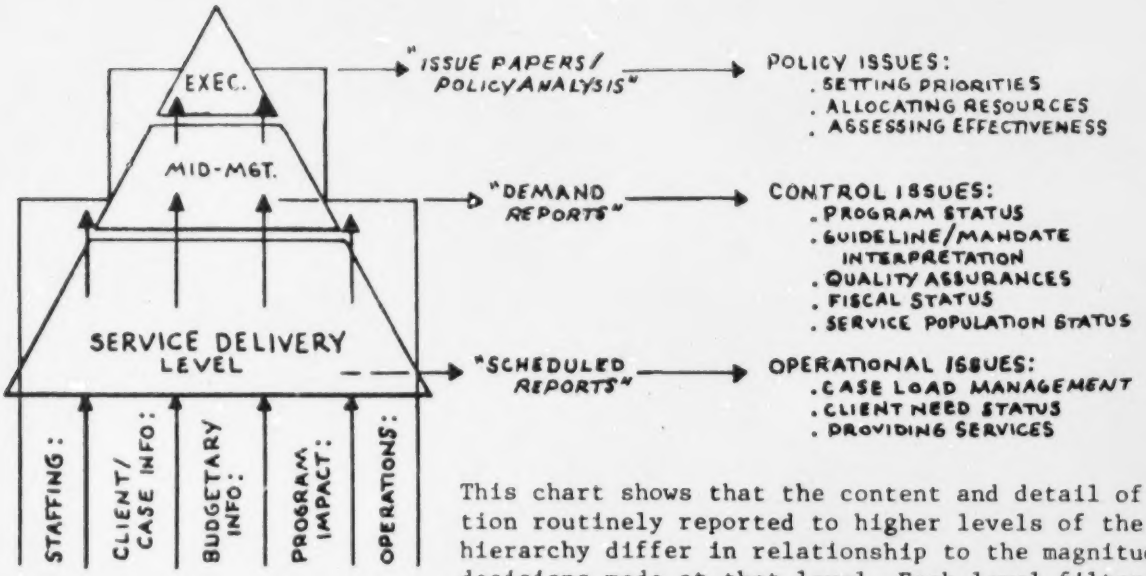
At the very least, a data base reflecting the ("real-time", at inquiry) status and conditions of Virginia's children would provide a focus for integrated planning across functional/program boundaries. This might be considered a first step toward articulation of a state level policy for children and youth which does not require disruption of the family, or similar crisis situations, as a prior condition for assistance.

No agency has the capability to capture, store and maintain an information base broad enough to reflect the possible (multiple) impacts of a decision on all members of the task environment. Each shares a mandated responsibility for using their individual resources (time, money, staff, volunteers) to meet certain specified needs. These needs, when viewed in total, may be interdependent, and therefore likely to indirectly influence actual (as distinct from potential) outcomes. At the same time, issues related to "turf-protecting", overlapping/conflicting missions and diffe ng orientations are, in a sense, dynamically tensed against federal/state initiatives in "services integration", fiscal accountability, and justification of program impact (in addition to activities). A force field analysis strategy would indicate the reduction of the negative (anti-change) factors as the means for fostering positive change in the status quo.

The items listed reflect an obvious bias toward intersystem-collaboration as an approach to meeting the needs of our target population. This document is intended to provide a "jumping-off" place for further discussion, and, with luck, ACTION.

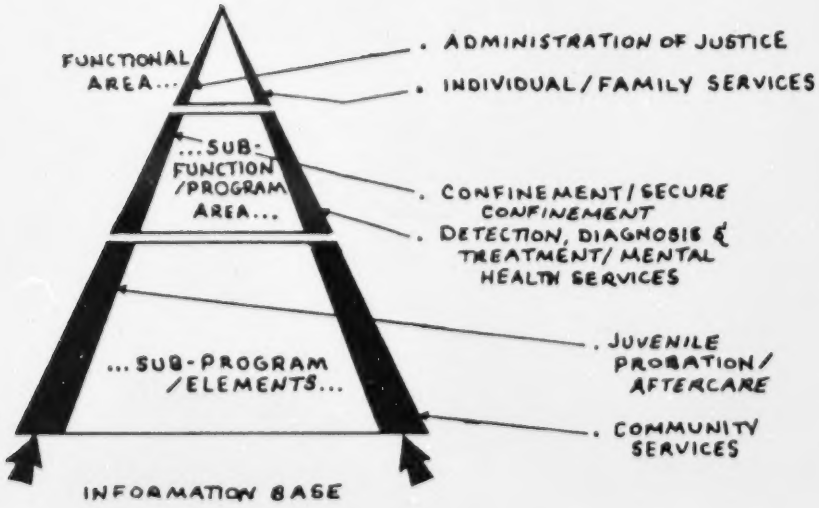
*$3,743, non-farm family of four; 1970 Census.

CHART I.6.1: INFORMATION FLOW IN A TYPICAL ORGANIZATIONAL MODEL



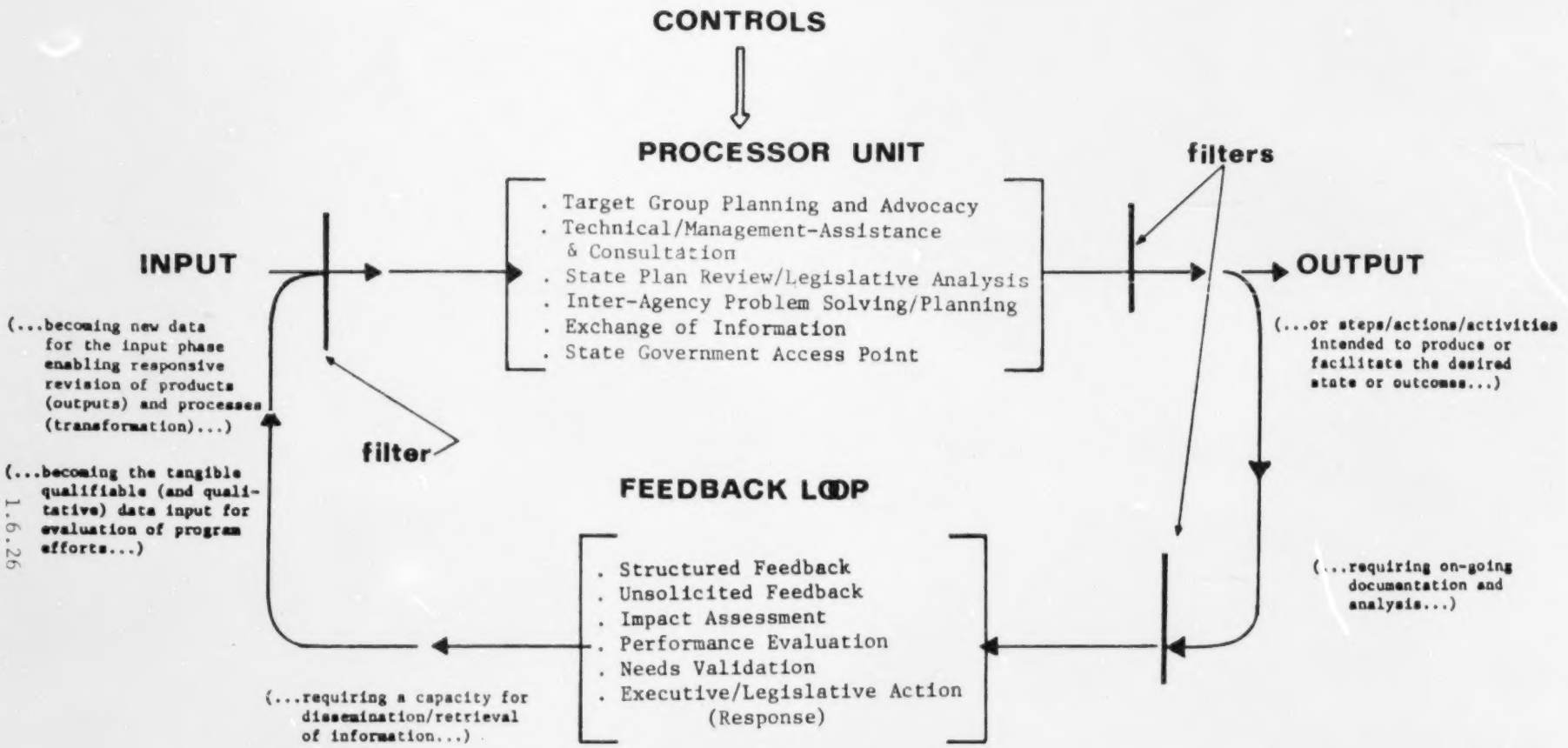
This chart shows that the content and detail of information routinely reported to higher levels of the agency hierarchy differ in relationship to the magnitude of the decisions made at that level. Each level filters the data reported upward, aggregating information into broader and less detailed message units.

I.6.2: INFORMATION FLOW ALONG FUNCTIONAL* (SECRETARIAL) LINES OF AUTHORITY



This chart indicates that a similar type of sequential processing of information occurs along the functional areas under each Secretary. The sharing of information is least likely to occur across these functional area boundaries; resulting in a situation of global decision-making utilizing a fragmented information base.

* The "functional Areas" are defined by the Code of Virginia: Chapter 760 on the Program Budget; in Virginia State Government Program Structure, Department of Planning & Budget; and by Executive Orders, Nos. 34-39, 1976.


CONTROLS
PROCESSOR UNIT
filters
. Target Group Planning and Advocacy
. Technical/Management-Assistance & Consultation
. State Plan Review/Legislative Analysis
. Inter-Agency Problem Solving/Planning
. Exchange of Information
. State Government Access Point
INPUT
OUTPUT
(...becoming new data for the input phase enabling responsive revision of products (outputs) and processes (transformation)...)
(...or steps/actions/activities intended to produce or facilitate the desired state or outcomes...)
filter
(...becoming the tangible qualifiable (and qualitative) data input for evaluation of program efforts...)
FEEDBACK LOOP
. Structured Feedback
. Unsolicited Feedback
. Impact Assessment
. Performance Evaluation
. Needs Validation
. Executive/Legislative Action (Response)
(...requiring on-going documentation and analysis...)
(...requiring a capacity for dissemination/retrieval of information...)

1.6.26

CHART I.6.3: A SYSTEMS FLOW DIAGRAM FOR HUMAN SERVICES

GENERAL FOOTNOTES TO SECTION-VI

1. Munro, Jim L. "Intersystem Action Planning: Criminal and Noncriminal Justice Agencies". Public Administration Review; 36:4, 1976, pp. 390-397.

2. Munro, Jim L. (ibid, p.390)

3. Quinn, Robert E. "The Impacts of a Computerized Information System on the Intergration and Coordination of Human Services." Public Administration Review; 36:2, 1976, pp. 167-174.

4. Quinn, Robert E. (ibid, p. 173)

5. Simon, Herbert A. "Applying Information Technology to Organization Design." Public Administration Review; 33:, 1973. pp. 268-278.

6. Head, Robert V. Manager's Guide to Management Information Systems. New Jersey: Prentice Hall, 1962. pp. 176

7. Head, Robert V. (ibid, pp. 7-8)

8. Head, Robert V. (ibid, pp. 8-10)

9. Head, Robert V. (ibid, pp. 10)

10. Quinn, Robert E. (ibid, p. 171)

11. Klonglan, Gerald E. (etal.) "Measurement of Interorganizational Relations: A 'Deterministic Model'." U.S. Public Health Service/ Iowa State University. Contract No. Ph 86-68-129. 1972.

12. Head, Robert V. (ibid, p. 6: footnote)

13. Quinn, Robert E. (ibid, p. 166)

14. Department of Planning and Budget, Virginia State Government Program Structure; Richmond, Virginia, 1976. Virginia Budget Manual, Richmond, Virginia 1977.

15. "Labor Force Activity of Married Women", and "Children of Working Mothers". Monthly Labor Review, Bureau of Labor Statistics, April, 1973.

Additional Bibliographic Sources for Section VI:

Klonglan, Gerald E. "The Nature and Impact of Interorganizational Relations". Iowa State University. 1972.

Kloglan, Gerald E. and Charles L. Mulford. "Developing Coalitions for Social Action". Iowa State University, 1972.

Rosengren, William R., and Mark Lefton, Organizations and Clients: Essays On The Sociology of Service; Chas. E. Merrill Publ. Co., Columbus, Ohio. 1970.

UNTAPPED DATA AND SERVICE SOURCES

UNTAPPED DATA AND SERVICE SOURCES

The objective of this section is to provide insight for the users into potential data sources not readily associated with information provided by/to State agencies. The following list provides some indication where additional data can be secured.

Aspen Systems
20010 Century Boulevard
Germantown, Maryland 20767

Computer analysis and retrieval capabilities including legislation from all states based on "hit" (key) words. Retrieval can include either full context of codes or only the code and section with the sentence including the hit words. Cost for retrieval begins at $225.00.

Department of Commerce
Federal Building
Richmond, Virginia 23219

Census data which is available from the 1970 census includes a comprehensive breakdown of socio-economic and demographic characteristics of the State by county and standard metropolitan statistical areas. The next update will be completed by 1980. The cost of the volumes is $15.00.

Department of Intergovernmental Affairs (DIA)
Fourth Street Office Building
205 North Fourth Street
Richmond, Virginia 23219

This department does not provide direct-services; rather operating divisions and offices respond to requests for technical-assistance, training and information services which might facilitate improved program performance. Sub-units likely to have data or information on issues directly/indirectly related to children and youth are as follows:

1. Division for Special Programs (Program Analysis, Coordination and Evaluation Project - PACE) is responsible for overseeing the operation of grantees to the Appalachian Regional Commission (ARC) for early childhood development programming in the five (5) southwestern Virginia Planning District Commissions. PACE does not operate programs, but is responsible for coordination, monitoring, evaluation and technical-assistance to ARC providers.

2. Division for State/Federal Relations serves as an intermediary between state and local governments and the federal level. The division produces monthly reports on pending legislation and regulations, and special reports in areas of interest to the Cabinet and elected officials. A-95 Review applications identifying most agencies applying for federal grants and contracts are processed in this unit.

3. Office on Human Resources (OHR) provides technical-assistance, research and information services on issues related to poverty causes/conditions/remedial activities in Virginia. OHR also publishes special reports and crisis reports.

4. Office on Recreation retrieves data on local operating recreation councils, commissions or boards in Virginia. The office provides technical assistance and training.

5. State Office on Volunteerism (SOV) serves as the state's official clearinghouse and agent for volunteerism and voluntary programs. SOV publishes a quarterly newsletter, special reports, and technical aids for local programs. The office also disseminates literature from other states, national and international volunteer projects.

Department of Planning and Budget
Ninth Street Office Building
Richmond, Virginia 23219

The Department of Planning and Budget by executive order is responsible for all state population projections. The Department offers a wide variety of socio-economic and economic analyses by county upon request.

Division of Industrial Development
1010 State Office Building
Richmond, Virginia 23219

Though not a provider of direct services to individuals, the Division publishes an annual report, Virginia Facts and Figures, which provides information on the range of local and state socio-economic and demographic indicators. The document was developed for use by industries contemplating relocation in the Commonwealth, but a major portion of the information presented would be of some value in long-range planning.

Division of Legislative Services
Ninth Street Office Building
Richmond, Virginia 23219

Computer retrieval capabilities for the Code of Virginia based on "hit" (key) words to retrieve particular parts of the code for investigation. Codes can be retrieved in full text, phrases surrounding the hit words, or merely the code and section number. Cost for this service is approximately $.68 per 1000 lines of printout.

Gallaudet College for the Deaf
Office of Demographic Studies
Washington, D. C. 20002

This major university is noted for its research of demographic characteristics concerning the Deaf. The Virginia Council for the Deaf utilizes much of the data collected. National surveys originate at this source concerned with causes and services related to deafness. Information is available upon request.

National Criminal Justice Reference Service (NCJRS)
Law Enforcement Assistance Administration,
U.S. Department of Justice
Washington, D. C. 20531 - P.O. Box 24036, S.W. Post Office, D.C. 20024

NCJRS is a centralized, automated information reference source for the national and international law enforcement and criminal justice community. Organized as part of the National Institute of Law Enforcement and Criminal Justice (NILECJ) the service provides the following:

1) Selective Notification of Information
2) Reference and Information Services
3) Document Index
4) Loan Documents
5) Current Awareness Materials
6) NCJRS In-Center Services
7) Annotated Bibliographies
8) Public and Academic Packages
9) Multi-media Solicitation

National Center for Voluntary Action (NCVA)
1785 Massachusetts Avenue, N.W.
Washington, D. C. 20036

The Center collects, stores and distributes information on successful, innovative projects involving volunteers in a range of social and human services, as well as environmental action.

National Information Center on Volunteerism, Inc. (NICOV)
P.O. Box 4179
Boulder, Colorado 80302

Provides training, consultation and technical assistance, conducts research, provides information-retrieval services, and produces audio-visual educational and training materials.

National Center for Social Statistics
Department of Health, Education and Welfare
330 "C" Street, S.W.
Washington, D.C. 20201

The Center has published two issues of Social Services U.S.A. (a third issue is planned at this writing) a document presenting data captured as a result of quarterly program reports submitted by social and human services programs operating in each state. Data provided in the document is intended to answer the following: how many people received what kind of services, at what cost, toward what goal(s)? The primary focus of the data is on reporting related to programs authorized under Titles XX, IV-B (Child Welfare) and IV-C (the Work Incentive Program). Service cost data is scheduled for inclusion in a future publication (#3).

Office of the Secretary for Human Resources
Ninth Street Office Building
Richmond, Virginia 23219

The major office commitment is in the areas of staff assistance to the Secretary and/or to task forces and similar ad hoc committees established for the purposes of coordination, joint planning and resource allocation in human resources.

Coordination of management information systems takes place in a small unit of this office. Individual departments are developing their own systems with commmon characteristics so that data is comparable. The State is potentially five years away from a working information system including all departments. Information on the present and future state of management information systems in the Commonwealth under the Office of Human Resources is available upon request.

The Policy Analysis Source/Book for Social Programs
March 1976 (2 volumes)

Report prepared for:
National Science Foundation
Research Applications Directorate
RANN - Research Applied to National Needs
Division of Advance Productivity
Research and Technology
Washington, D. C. 20550

The Policy Analysis Source Book (in two volumes) presents a new source of analytical information on the Nation's social concerns. The Source Book reference consists of about 3,750 abstracts of significant books, articles, and reports concerned with policy issues and the analysis of social programs, and a list of about 775 titles recommended by experts as additional sources for valuable policy information. Expected users of The Source Book include policy and program analysts, systems analysts and planners, economists and decision makers in all branches of government. It allows those who are not specialists in a social policy area to quickly survey the most useful analytical literature pertaining to the topic.

Tayloe Murphy Institute
University of Virginia
Charlottesville, Virginia 22204

Demographic characteristics of the State of Virginia broken down by counties are available upon request. Data is more recent than the 10 year federal census; however, it is not broken down into as many characteristics as national census data.

APPENDIX

APPENDIX

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FORMAT: EXPLORATORY INTERVIEWS
(Informal Agency Contacts)

Purpose

- To update them on status of VCCY Project.

- To determine status/process of their data collection-dissemination activities, including: (1) needs-assessment; (2) reporting/monitoring; (3) evaluation/audit; and (4) data got/gaps.

- To determine "points-of-entry" (oppty's) for joint activities and communication.

- To identify potential "pay'off's" to them.

Ques

1. What kind of information/statistics are collected relevant to the needs of children and youth (0-21 years)? (eg: client characteristics, program operations, impact/effectiveness)

2. Where is data secured: (a) at what level(s) of the organization is info generated/analyzed/used (including: org chart of "decision points/flo-chart of info); (b) what use is made of data from other state agencies; and (c) what use is made of other external data sources (eg: feds, nat'l orgs, data services, etc.)?

3. What mandates (federal/state law/regulation) require data-collection?

4. Do you collect any data which is NOT specifically mandated?

5. When is data collected/published (plng calendar)? How often is it updated? How verified?

6. What other agencies use data? Are there any formalized agreements? Feedback?

7. What's right with the present info-management system; what's wrong with it; what would you change? who would have to be involved?

Optional

- How are program out-put measures related to information collected (eg: extent to which statistic/information influence patterns of service-delivery, policy, procedures, etc.)?

- number person-hours/per month (est) consumed by info-management activities level?

- dollar-amount for activity? cost/effect data?

- what benefits could the agency expect from a comprehensive, target group, needs-assessment process?

DELIVERY-WORKER QUESTIONNAIRE
ON INFO-SYSTEM IMPACT UTILITY

The following questions are related to services provided to children and youth:

1. What kinds of information do caseworkers run across as they carry out their service activities? What kinds of service-related information come to them through their agencies?

2. What use do caseworkers make of information that comes from other agencies?

3. What other agencies come to the caseworkers'agency for information? Are there formal agreements for providing information?

4. What is right about the present information system? What is wrong with it? What would the caseworker change?

5. Would a comprehensive target group needs assessment be of more use than a program assessment? The distinction is between assessing the needs of the community at large as compared with assessing only the needs of those clients who come into the agency.

6. How much time is spent in processing information (in comparison to time spent delivering services)?
How much information comes back that is usable to the caseworkers?

The letter of verification concerning services provided and data generated was transmitted to the following agencies:

Department of Community Colleges
Department of Corrections
Department of Education
Department of Health
Department of Mental Health and Mental Retardation
Department of Vocational Rehabilitation
Department of Welfare
Developmental Disabilities Planning and Advisory Council
Rehabilitative School Authority
Virginia Commission for Children and Youth
Virginia Commission for the Visually Handicapped
Virginia Council for the Deaf
Virginia Employment Commission

DR. CHARLES G. CALDWELL
CHAIRMAN
MADISON COLLEGE
HARRISONBURG, VIRGINIA 22802

VALERIE EMERSON
EXECUTIVE DIRECTOR
SUITE 901, NINTH ST. OFFICE BLDG.
RICHMOND, VIRGINIA 23219
TEL: 804/786-5507

COMMONWEALTH of VIRGINIA

VIRGINIA COMMISSION FOR CHILDREN & YOUTH

Suite 901, Ninth Street Office Building
RICHMOND, VIRGINIA 23219

COMMISSION MEMBERS:

MRS. GEORGE N. MCMATH
VICE CHAIRMAN
BOX 124
ONLEY, VIRGINIA 23418

MRS. MARY LOU ANTHONY
ROUTE 1, BOX 131
ELLISTON, VIRGINIA 24087

GEORGE H. BENFORD
1617 BROOK ROAD
RICHMOND, VIRGINIA 23220

GORDON BULLOCK
4 TEMPLEWOOD DRIVE
HAMPTON, VIRGINIA 23666

MRS. O'LETA W. GOINS
153 CALLOWAY STREET
GALAX, VIRGINIA 24333

MRS. MARION EDWYN HARRISON
4526 NORTH 41ST STREET
ARLINGTON, VIRGINIA 22207

DR. GERALD H. HOLMAN
P. O. BOX 1980
NORFOLK, VIRGINIA 23509

MICHAEL KATSIAS
1720 COOPER ROAD
VIRGINIA BEACH, VIRGINIA 23454

SOLON E. PAUL
P. O. BOX 3449
HAMPTON, VIRGINIA 23363

JOHN SPENCE REID
1505 LAUDERDALE DRIVE
RICHMOND, VIRGINIA 23233

MRS. WALTER RICE
LOCK ISLAND
1000 OLD LOCK LANE
RICHMOND, VIRGINIA 23226

MRS. ROBERT S. SIMPERS
11701 BOYD ROAD
CHESTER, VIRGINIA 23831

MRS. RALPH STEINHARDT
P. O. BOX 9716
HOLLINS, VIRGINIA 24020

JOSEPH STETTINIUS
VIRGINIA LANDMARK CORPORATION
4900 AUGUSTA AVENUE
RICHMOND, VIRGINIA 232.6

ASSOCIATE MEMBER:

MS. KATHY L. MAYS
VA. STATE CRIME COMMISSION
701 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

April 7, 1977

MEMORANDUM

TO: Agency Head

FROM: Virginia Commission for Children and Youth
Title XX Staff

SUBJECT: Request for Information Verification

Enclosed for your inspection is a listing of data your agency generates and services it provides specifically focusing on children and youth. These lists are a result of research and interviews which we have conducted over the past several months. Our purpose for collecting this information is to produce a publication on State data sources as an element in a comprehensive needs assessment for children and youth.

Accuracy of this document is of prime concern to us and to potential users; therefore, we are asking you to add to, delete from, or otherwise correct the attached.

As we are working under a strict time schedule, it is necessary to require your response by April 15, 1977. If we do not hear from you by that date, we will assume that the information sent to you is correct as written.

Thank you for your prompt attention.

/ja

Enclosure

1. Department of Community Colleges
   P. O. Box 1558
   Richmond, Virginia 23212
   Mr. Don Galbraith (804) 786-2231

2. Department of Corrections
   22 East Cary Street
   Richmond, Virginia 23219
   Mr. T.D. Hutto (804) 786-8575

3. Department of Education
   9th Street Office Building
   Richmond, Virginia 23219
   Dr. W. E. Campbell (804) 786-2612

4. Department of Health
   James Madison Building
   109 Governor Street
   Richmond, Virginia 23219
   Dr. J. B. Kenley (804) 786-3561

5. Department of Mental Health and Mental Retardation
   P. O. Box 1797
   109 Governor Street
   Richmond,Virginia 23219
   Dr. Leo E. Kirven, Jr. M.D. (804) 786-3902

6. Department of Vocational Rehabilitation
   4616 West Broad Street
   Richmond, Virginia 23221
   Mr. Altamont Dickerson (804) 786-2091

7. Department of Welfare
   8007 Discovery Drive
   Blair Building
   Richmond, Virginia 23288
   Mr. W. M. Lukhard (804) 786-8771

8. Developmental Disabilities Planning and Advisory Council
   9th Street Office Building
   Suite 1005
   Richmond, Virginia 23219
   Mr. Allen Cohen (804) 786-7787

9. Governor's Manpower Services Council
   P. O. Box 1314
   Richmond, Virginia 23210
   Mr. George Scherer (804) 786-5696

10. Rehabilitative School Authority
    110 South Southern Street
    Richmond, Virginia 23219
    Dr. Charles Price (804) 786-8657

11. Virginia Commission for Children and Youth
    Suite 901, Ninth Street Office Building
    Richmond, Virginia 23219
    Ms. Valerie Emerson (804) 786-4834

12. Virginia Commission for the Visually Handicapped
    3003 Parkwood Avenue
    Richmond, Virginia 23221
    Mr. William T. Coppage (804) 786-2181

13. Virginia Council of Higher Education
    700 Fidelity Building
    Ninth and Main Streets
    Richmond, Virginia 23219
    Dr. Daniel E. Marvin (804) 786-2143

14. Virginia Council for the Deaf
    4615 West Broad Street
    Suite 210
    Richmond, Virginia 23221
    Mr. Fred Yates (804) 786-6084

15. Virginia Employment Commission
    703 East Main Street
    Richmond, Virginia 23219
    Mr. Robert Masden (804) 786-3007

The following is a list of those agencies contacted to determine if they collect any data pertaining to children in the State. The contact was informal and usually via telephone conversations. In some instances these agencies do not break their data down specifically so that children can be identified. In other cases, no data concerning children is collected or is available.

Department of Alcoholic Beverage Control
Department of Labor and Industry
Department of Planning and Budget
Department of Taxation
Division of Motor Vehicles
Virginia Athletic Commission
Virginia Commission of Outdoor Recreation
Virginia State Bar
Virginia State Crime Commission
Virginia State Library

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(Commission on State Governmental Management)
DRAFT LEGISLATION TO IMPLEMENT COMMISSION RECOMMENDATIONS: A REPORT OF THE COMMONWEALTH OF VIRGINIA, prepared by Commonwealth of Virginia October, 1976

Marion, David J. OPEN SYSTEMS. University Associates Publishers, Inc., 1976

References:

Bertalanffy L. General System Theory; Foundations, development, applications New York: Braziller, 1968(a)

Immegart, G. Systems theory and taxonomic inquiry into organizational behavior In D. Griffiths (Ed.), Developing Taxonomics of Organizational Behavior In Educational Administration. Chicago; Rand McNally, 1969. pp. 211-212.

Nichols, Gerald F. THINK SYSTEMS. This section draws heavily from: Stanford L. Optner, Systems Analysis for Business Management (Englewood-Cliffs, N.J., Prentice Hall Inc., 1960).

McGill, Michael E. TRAINING FOR ACTION RESEARCH. National Training and Development Service Press, Washington D.C. 1974.

Dicle, Ulcu, "Action Research and Administrative Leadership", (unpublished doctoral dissertion, University of Southern California, Los Angeles, January, 1969).
Discusses Action Research as an administrative strategy, although Action Research is more incidental than central to the major focus.

Jenks, R. Stephen, "An Action Research Approach to Organizational Change", Journal of Applied Behavioral Science, 6:2, 1970

Jenks presents a Q-sort instrument for administering by a workgroup to gather data on the work group, after an Action Research Fashion.

Lewin, Kurt, "Forces Behind Food Habits and Methods of Change", The Problem of Changing Food Habits; Report of the Commission on Food Habits, C. Guthe, Chairman, Bullentin of the National Research Council, 108, 1943.

Lewin, Kurt, "Action Research and Minority Problems, "Journals of Social Issues, 2, 1946.
Application of Action Research methods to changing attitudes toward minorities is described a more practical exposition of the approach than the preceding article.

Lewin, Kurt, "Frontiers in Group Dynamics: Part II, Channels in Group Life, Social Planning Action Research, " Human Relations, 1:2, 1947.
One of the best expositions of Lewin's work in Action Research this presents Action Research in model form and gives a full explanation of its usage with sufficient attention to detail as to render the model operational.

McGill, Michael and Horton, Melvin E., Action Research Designs for Training and Development, NTDS, Washington, D.C., 1973.
The most comprehensive statement of Action Research training and development in public administration currently available. A complete coverage of the "why, how and with what" consequences of AR training.

Moonman, Eric, Communication in an Expanding Organization: A Case Study in Action Research, Tavistock, London, 1970.
Moonman describes his use of Action Research, or more accurately in this particular instance, survey-feedback methods, in attempting to facilitate changes in a British textile mill from the inside.

Whyte, William F. and Hamilton, Edith L., Action Research for Management. R.D. Irwin, Homewood, ILL., 1965.
The book is detailed reporting of an organizational change effort within a large metropolitan hotel. The reporting is so detailed that the practicality of transferring the generalizations from this experience to other settings is questionable.

Documentation of Traditional Forms and Variances: THE ROLE OF THE STATE IN THE DELIVERY OF HUMAN SERVICES: Prepared by the Division of State Planning and Community Affairs under the auspices of the U.S. Department of Health, Education and Welfare: September, 1976.

AN APPROACH TO LONG-RANGE PLANNING AND
ESTABLISHING REALISTIC PRIORITIES

OPEN SYSTEMS PLANNING METHOD (David Kolb, MIT)

The two items below were used to construct the short shopping of items appearing in the final chapter of Section VI - Assessment. Open Systems Planning (Kolb, MIT) helped to define long-range planning concerns related to implementation/maintenance of a comprehensive database on children and youth. The priority-setting instrument was developed by staff to sift the listing of "brainstorming" items and generate a final shopping list of realistic proportions.

Although the procedures look relatively elementary on paper, actually completing each to your own satisfaction (whatever the indicators used) will take time, energy and commitment. However, the benefits derived from these procedures tend to pay off in terms of clarifying missions, individual expectations and relationships with non-organizational members of the task environment.

Good luck -- (Editors).

Open systems planning is based on the assumption that no organization or system exists apart from its environment. Other systems that are part of the environment relate to our system and make demands on it. OSP helps a system be more preactive in relating to its environment and the relevant systems that are a part of it. The process has seven sequential steps:

1) Identifying "Who We Are" -- what is this unit that is undertaking OSP?
2) Defining the Mission -- what is the core mission/goal of the planning unit? All differences in perspective should be explored.
3) Present Demands --
   -identify all relevant other systems presently making demands on the planning unit.
   -respond to the following question for each demand system "What is it this system is asking of us?"
4) Present Responses -- each of the demands identified above what is the present pattern or mode of response?
5) Projected Future -- looking 2-4 years ahead, predict the likely demands of these other systems on your group, given normal inertia and errands. In other words, if you took no preactive steps, what would the future look like?
6) Ideal Future -- what would we like each demand system to be asking of us 2-4 years from now?
7) Action Steps -- what short range (3-6 months), and long-range steps must we take in order to have them ask us what we want them to be asking us in 2-4 years?

PRIORITY-SETTING INSTRUMENT

INSTRUCTIONS:

1) Use the letter corresponding to the problem/issue under analysis to rank each item in terms of the four (4) criteria identified below;
2) Add the total scores of each item on each scale;
3) Items totalling greater than 12 (average: 3) are most likely to prove productive; and
4) If you should decide to use additional criteria, remember to change the scoring system so that your number of individual criterion are multiples of three.

PROBLEMS:

A. _____
B. _____
C. _____
D. _____
E. _____
F. _____
G. _____
H. _____
I. _____
J. _____
K. _____

Significance to Organization

1 2 3 4 5 6 7 8 9 10

Most Significant — Least Significant

Likelihood of Successful Solution

1 2 3 4 5 6 7 8 9 10

Most Likely — Least Likely

Potential for Direct Influence by Members

1 2 3 4 5 6 7 8 9 10

Most Influence — Least Influence

Time/Cost

1 2 3 4 5 6 7 8 9 10

Least Time/Cost — Most Time/Cost